CADETTA DRAIN COMPANY INC

HEALTH AND SAFETY PROGRAM

2017

SAFETY FIRST
consulting professional corporation

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

HEALTH AND SAFETY POLICY STATEMENT

CADETTA DRAIN COMPANY INC is committed to ensuring the health and safety of every employee. It is ONTARIO CONCRETE AND DRAIN ASSOCIATION's goal to perform all business operations in a safe and effective manner, which will not adversely affect staff, clients, the public, or the environment.

Incorporating health and safety principles into all phases of CADETTA DRAIN COMPANY INC operations emphasizes responsible, sound, and efficient management as the safety of every employee is an integral component of our business practice. CADETTA DRAIN COMPANY INC recognizes that accident prevention and quality of working life is an essential part of our business operations and as such, will empower each individual to actively participate in their Health and Safety Program.

CADETTA DRAIN COMPANY INC will take all reasonable steps to emphasize that health and safety is everyone's responsibility. We will comply with Ontario's *Occupational Health and Safety Act*, *Environmental Protection Act*, and all applicable Regulations and accept these statutes as minimum standards.

By working together and giving the most careful attention to Health and Safety, we will meet our shared objectives of a healthy and safe working environment. Management is responsible for maintaining a work environment as free as possible from actual and potential hazards, and for ensuring the security of all.

CADETTA DRAIN COMPANY INC recognizes the responsibility of all Supervisors to ensure that safe and healthy conditions are maintained in our workplace.

Each employee is responsible for working in a safe and healthy manner, following all health and safety policies and procedures, reporting all sub-standard and/or unhealthy conditions and intervening when such conditions occur. To ensure a safe workplace, safety training shall be planned, scheduled and executed for all employees. Everyone is encouraged to adopt a safe and healthy lifestyle on and off the job.

All contractors, sub-contractors and visitors will work in accordance with all CADETTA DRAIN COMPANY INC policies, procedures and practices in compliance with all legislative requirements.

Through open lines of communication, objective discussions and cooperation between workers, supervisors, management, and other outside parties, our objectives of a workplace free of hazards, injury, and illness can and will be achieved.

NINO DI SERIO, GENERAL MANAGER
CADETTA DRAIN COMPANY INC
JANUARY 4, 2017

ENVIRONMENTAL POLICY STATEMENT

CADETTA DRAIN COMPANY INC its environmental obligations locally and globally for present and future generations. We are careful to take the environment into consideration in our decision making.

CADETTA DRAIN COMPANY INC's goal is to continually protect our environment through clear and comprehensive training of Health, Safety and Environmental practices for our employees, visitors, and sub-contractors.

In carrying out this commitment, CADETTA DRAIN COMPANY INC will:

- Encourage and expect each employee and subcontractor to be environmentally responsible and to practice work habits which are in accordance with CADETTA DRAIN COMPANY INC and government policies
- Educate employees so they may understand and share in the responsibility for monitoring and protecting the environment
- Design, construct, and operate our projects in a manner which minimizes the impact of our operations on the environment and public health and safety
- Promote and encourage energy efficiency, resource conservation, and waste reduction by reducing, reusing, and recycling whenever possible

NINO D. SERIO, GENERAL MANAGER
CADETTA DRAIN COMPANY INC
JANUARY 4, 2017

WORKPLACE VIOLENCE AND HARASSMENT POLICY

CADETTA DRAIN COMPANY INC is committed to the prevention of workplace violence and harassment and promotes a violence and harassment free workplace in which all parties work together to achieve mutual health and safety goals. Management recognizes that all workers have the right to work in a violence or harassment free workplace. Any violence and/or harassment committed by or against any member of our workplace or the public will not be tolerated.

The purpose of the policy is to ensure that all individuals are aware of and understand that acts of workplace violence and harassment are considered a serious offence for which appropriate action will be taken. Those who are subjected to acts of workplace violence and harassment are encouraged to report incidents to the appropriate person so that complaints can be thoroughly investigated. CADETTA DRAIN COMPANY INC has developed a workplace violence and harassment program to support this policy, outlining specific procedures and provisions for dealing with incidents and complaints of workplace violence and harassment. This policy will be reviewed by senior management on an annual basis and all records of the review will be retained.

CADETTA DRAIN COMPANY INC is committed to investigating reported incidents and complaints of workplace violence and harassment in a fair and timely manner, taking the necessary action to respond to those events and providing support for complainants. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law. A worker will not be penalized for reporting an incident or participating in a workplace violence or harassment investigation.

"Workplace violence" means:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

"Workplace harassment" means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or
- Workplace sexual harassment

"Workplace sexual harassment" means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

WORKPLACE VIOLENCE AND HARASSMENT POLICY

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

No worker shall subject any person or persons to workplace violence and harassment or allow conditions that support workplace violence. This policy applies to all workers within this organization and will address workplace violence and harassment from all sources. As such, any worker who subjects a worker, supervisor, employee, customer, client, contractor, or member of the public to workplace violence and harassment may be subjected to disciplinary action, up to and including dismissal.

Managers and supervisors have a responsibility to act respectfully towards others and promote an environment that minimizes the risk of workplace violence and harassment and explain this policy to all workers that you supervise or manage. Management must ensure that workers understand who to contact regarding concerns about the policy or reporting an incident. Workers have a responsibility to act respectfully towards others and to ensure your own personal safety in the event of workplace violence and harassment. If a worker needs further assistance, he or she may contact the appropriate resources as described in the CADETTA DRAIN COMPANY INC workplace violence and harassment program.

It is in the best interest of all parties to treat people fairly. Commitment to a violence free workplace is an integral part of the organization, from senior management to the workers.

NINO D'SERIO, GENERAL MANAGER
CADETTA DRAIN COMPANY INC
JANUARY 4, 2017

WORKPLACE VIOLENCE AND HARASSMENT PROCEDURE

1.0 Purpose: This procedure has been established in order to provide direction in the reporting and investigating of workplace violence and harassment. There is zero tolerance for workplace violence or harassment of any kind. All reported incidents of violence and harassment will be investigated in an objective and timely manner, taking necessary action, and providing appropriate support for victims.

2.0 Definitions:

2.1 Workplace Violence:

2.1.1 The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;

2.1.2 An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;

2.1.3 A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2.2 Workplace Harassment:

2.2.1 Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or;

2.2.2 Workplace sexual harassment.

2.3 Workplace Sexual Harassment:

2.3.1 Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or;

2.3.2 Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

2.4 Note: A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

3.0 Responsibilities:

3.1 Employer:

3.1.1 Take all reasonable preventative measures to protect employees from workplace violence and harassment.

3.1.2 The workplace violence and harassment policy and program will be reviewed in consultation with a Joint Health and Safety Committee, where established, on an

annual basis. The policy is posted in a conspicuous place in the workplace where it would be likely to come to workers' attention.

3.1.3 Ensure that an investigation is conducted into incidents and complaints of workplace violence and harassment, in writing and followed up with results and corrective action to all parties involved

3.1.4 Provide information and instruction to all workplace parties on the workplace violence and harassment policy and program, including how to report workplace violence and harassment and how the company will investigate and deal with incidents or complaints of workplace harassment.

3.1.5 Assess the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work. The risk assessment must be conducted as often as necessary.

3.2 Supervisors/Management:

3.2.1 Ensure all reports/complaints/incidents of workplace violence and/or harassment will be addressed and investigated in an appropriate and timely manner.

3.2.2 Ensure the Workplace Violence and Harassment policy and program is properly enforced and communicated.

3.2.3 Encourage employees to report complaints or incidents of workplace violence and harassment.

3.2.4 Provide employees with a safe work environment that is free of workplace violence and harassment.

3.2.5 In the event of workplace violence: ensure that the assaulted worker receives medical treatment when necessary, notify the police when required, notify the Ministry of Labour immediately by telephone and in writing within 48 hours if a worker is killed or critically injured, and the Joint Health and Safety Committee, where established

3.3 Employees/Workers:

3.3.1 Report all incidents of violence and/or harassment or threatened violence in the workplace to a supervisor/manager immediately, whether verbally or in writing

3.3.2 Treat everyone in the workplace with dignity and in a manner that is respectful and free of violence, threats, intimidation and harassment.

3.3.3 Refuse to accept violent or harassing behavior from others, regardless of whether that behavior is perpetrated by one's manager or co-workers, or by a supplier or member of the public.

3.3.4 Intervene and/or report instances of inappropriate behavior on the part of others which could amount to workplace violence or harassment immediately to a supervisor/manager.

3.3.5 Cooperate fully with any and all workplace violence and harassment investigations.

3.3.6 Participate in education and training programs in order to be able to appropriately respond to any incident of workplace violence and/or harassment.

4.0 Procedures: We are committed to providing a work environment in which all workers are treated with respect and dignity. Every reasonable effort will be taken to identify all potential sources of such risk and to eliminate or minimize them through our workplace violence and harassment prevention program. All reports of workplace violence and harassment will be dealt with fairly, promptly and confidentially.

4.1 Workplace Violence and Harassment Risk Assessment:

4.1.1 Workplace Violence and Harassment risk assessments shall be documented and must identify the potential risks in the workplace. Risk assessments shall be conducted as often as necessary to protect workers, or when a significant change occurs.

4.1.2 All identified risks must be controlled to mitigate any risks.

4.2 Summoning Immediate Assistance:

4.2.1 In the event of an emergency situation requiring immediate assistance CALL 911, and then inform and supervisor/manager and others in the immediate area. Provide location and details of the incident.

4.3 Notices:

4.3.1 In the event of workplace violence:

4.3.1.1 Notify the police and/or emergency services, when required

4.3.1.2 If a worker is killed or critically injured notify the Ministry of Labour immediately by telephone and in writing within 48 hours as per s. 51 of the OHSA

4.3.1.3 Notify the Joint Health and Safety Committee, where established

4.4 Reporting and Investigating:

4.4.1 Prior to filing a formal report of the incident, a person subjected to workplace violence or harassment should let their objections be known to the alleged offender directly, or with the assistance of a third party.

4.4.2 A person subjected to workplace violence or harassment may receive support from a third party or any person in management to communicate their objections of the incident and/or to prepare a formal complaint if they so choose.

4.4.3 **If the worker's supervisor or reporting contact is the person engaging in the workplace violence or harassment, the complainant may report the incident to any other member of the management team (ie. manager or supervisor of another department). All reports of workplace violence or harassment will be investigated and documented in a timely manner. In the event the complainant**

is not comfortable reporting to another manager, or one is not available, the worker is encouraged to report directly to the Ministry of Labour.

4.4.4 The complainant should record details of the incident, the nature of the act and the names of person(s) who may have witnessed the incident.

4.4.5 All parties involved compliant must ensure that the complainant is neither penalized nor treated unfairly as a result of reporting the incident. Reprisals will not be tolerated and disciplinary action will be taken against those who engage in such activity. If the complainant is found to be the aggressor, or equally involved in the workplace violence or harassment disciplinary action may be taken, up to and including termination

4.4.6 Upon receipt of a complaint of workplace violence or harassment, the employer or third party must conduct a formal investigation and must inform the parties involved in writing of the investigation. The investigation may be carried out through an internal or external party, upon management's discretion.

4.4.7 The investigator must explore the alleged incident by interviewing the complainant, alleged violator, or those who may have knowledge of the circumstances that led to the complaint.

4.4.8 A written report by the investigator detailing the findings of the incident must be prepared and forwarded to senior management within 24 hours from the alleged violator being advised of the complaint.

4.4.9 Management must act upon the report from the investigator within 24 hours of receiving the report and advise the complainant, the alleged violator and senior management in writing of the outcome.

4.4.10 Steps for investigating a report or incident of workplace violence or harassment:

4.4.10.1 Call police or 911 immediately if the situation requires emergency services

4.4.10.2 Provide first aid to any injured workers

4.4.10.3 If there is a critical injury or fatality, notify the Ministry of Labour immediately by telephone, a written report will be submitted to the Ministry of Labour within 48 as per s.51 of the OHSA

4.4.10.4 Ensure workers involved in the violence or harassment are separated, brought to a safe areas

4.4.10.5 Ensure there is no further contact between the complainant and alleged violator during the investigation, this may mean relocation to another department, workplace, area etc.

4.4.10.6 Interview both the complainant and alleged violator (separately) and take statements

4.4.10.7 Gather witnesses and take statements

4.4.10.8 Take any photos if required

4.4.10.9 Continue investigation, determine the root cause and implement any corrective action and steps to prevent reoccurrence

4.4.10.10 Investigation results must be provided in writing to both the complainant and the alleged violator

4.4.11 When management decides to act on the report from the investigator, the following conditions will be considered when determining corrective action:

4.4.11.1 The impact of the incident on the complainant

4.4.11.2 The nature and aggressiveness of the incident

4.4.11.3 Frequency of incidents

4.4.12 The following corrective actions may be considered depending on the incident and the factors listed above:

4.4.12.1 Formal apology

4.4.12.2 Training

4.4.12.3 Relocation

4.4.12.4 Suspension

4.4.12.5 Termination

4.4.12.6 Legal action

4.4.13 An individual that submits a complaint in good faith, even where the complaint cannot be proven, will not have been deemed to be in violation of this policy. If an investigation reveals that the complainant made false accusations of workplace violence knowingly or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.

4.5 Domestic Violence:

4.5.1 When the employer becomes aware of the existence of domestic violence, or where such violence is suspected, and the consequences of domestic violence are likely to spill over into the workplace, there is a legal and moral obligation to intervene in the interests of the individual concerned and other employees.

4.5.2 The employer will work closely with the targeted worker to develop reasonable precautions to address the situation while attempting to respect the workers privacy and sensitivity of the issue.

4.5.3 Violent, intimidating or abusive conduct in the workplace will not be tolerated, including violence at the hands of one's current or former spouse or partner.

4.6 Confidentiality:

4.6.1 Reported incidents will be held in the strictest confidence in order to properly investigate the incident and to offer adequate support to those involved. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

4.7 Reprisals:

4.7.1 If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be

protected from reprisals as long as they have acted in good faith and they have complied with the OHSA.

4.8 Disciplinary Action:

4.8.1 There is a zero tolerance policy with regard to workplace violence and harassment**.** This means that acts of workplace violence and harassment will not be tolerated from any person and will be responded to with appropriate disciplinary action, up to and including termination based on a thorough investigation of the incident and the surrounding circumstances. Such disciplinary action may include immediate termination, removal from property, and/or police involvement. For further information on disciplinary action refer to the Non-Compliance Policy – Document ID: 203

4.9 Support:

4.9.1 The employer will provide any required support to victims of violence or harassment and/or direct the victim to any supportive resources available to them. Employees who are victims of violence or harassment are encouraged to seek assistance and can be assured that any counselling and/or treatment administered will be kept in complete confidence.

4.10 Record Keeping:

4.10.1 For the purposed of the OHSA all reports and investigations must be kept on record for a minimum of 1 year.

4.11 WSIB Claim Entitlement:

4.11.1 The Workplace Safety and Insurance Board does not provide coverage for workers who are injured while participating in a fight that results solely over a personal matter. However, if the fight results solely over work, the claim may be accepted if the injured worker:

4.11.1.1 Was not the aggressor and did not provoke the fight, or

4.11.1.2 Was an innocent bystander

4.11.2 Aggressors and participants in a fight take themselves out of the course of their employment (WSIB Policy 15-03-11)

4.12 Annual Review:

4.12.1 This program and the policy statement shall be reviewed on an annual basis by management. Records of the review and any changes shall be retained and made readily available.

5.0 Training and Communication:

5.1 The workplace violence and harassment policy and procedures are posted in the workplace in a conspicuous location, readily available to all employees.

5.2 All employees, as well as supervisors and managers at all levels will be trained on the contents of this violence and harassment policy and program.

6.0 Supporting Document(s):

- **6.1** Workplace Violence and Harassment Reporting Requirements (105)
- **6.2** Incident Investigation Report (702)
- **6.3** Personal Injury Witness Report (703)

WORKPLACE VIOLENCE AND HARASSMENT REPORTING REQUIREMENTS

COMPLETE AND POST THIS AT ALL WORKPLACES

DATE: _____ Location/Site: _____

For reporting any incident of workplace violence or harassment contact the following person immediately:

CONTACT NAME	TITLE/DEPARTMENT/LOCATION	PHONE NUMBER

Alternate reporting contact:

CONTACT NAME	TITLE/DEPARTMENT/LOCATION	PHONE NUMBER

Alternate reporting contact:

CONTACT NAME	TITLE/DEPARTMENT/LOCATION	PHONE NUMBER

Alternate reporting contact:

CONTACT NAME	TITLE/DEPARTMENT/LOCATION	PHONE NUMBER

If none of the above are available, or not suitable to report your specific incident, contact the Ministry of Labour who may order a third party to investigate.

* * *

In the event of immediate threat of workplace violence where emergency services are required, or a workplace violence incident occurs requiring emergency services **CALL 911** then inform a supervisor/manager immediately (contact names above)

RESPONSIBILITIES AND ACCOUNTABILITIES

1.0 Purpose: The purpose of this policy is to ensure all employers, supervisor, and workers understand and comply with the specific legislated requirements under the Occupational Health and Safety Act and all applicable regulations.

2.0 Definitions: N/A

3.0 Health and Safety Legislation:

3.1 We will recognize the applicable laws while embarking on a new project, and ensure that all applicable acts and regulations are considered when planning and executing work

3.2 All copies of the current Health and Safety Legislation and Posting Requirements will be readily available at each workplace as required

4.0 Responsibilities: Responsibilities and accountabilities of workplace parties ensures a commitment by the employer, supervisors and workers, towards providing a safe and healthy work environment.

4.1 Employer:

4.1.1 To provide a healthy and safe workplace

4.1.2 To instruct and train employees in safe work practices and activities.

4.1.3 To hire lawfully aged and competent employees

4.1.4 To establish and maintain a Joint Health and Safety Committee or provide a certified Health and Safety Representative as required by the Occupational Health and Safety Act

4.1.5 To take every precaution reasonable in the circumstances for the protection of the worker

4.1.6 To provide medical and first aid facilities at the workplace

4.1.7 To post and comply with the applicable Health & Safety legislation in the workplace.

4.1.8 To evaluate all employees performance regarding Health and Safety compliance.

4.1.9 To develop and implement a Health and Safety policy. Enforce compliance by suppliers, employees/workers, subcontractors, service providers and independent subcontractors

4.1.10 To perform workplace inspections

4.1.11 To correct sub-standard acts or conditions

4.1.12 Ensure that all equipment, materials and protective devices are provided in good condition and used in accordance with manufacturer's instructions

4.1.13 Ensure all applicable procedures are carried out in the workplace

4.2 Managers/Supervisors:

4.2.1 To ensure that workers/employees comply with the Health and Safety Policy.

4.2.2 To ensure employees/workers use all safety equipment devices and clothing as directed

4.2.3 To advise workers of all hazards in the workplace.

4.2.4 To participate in the investigation of all work refusals
4.2.5 To review and comply with all legal duties of supervisors under the Occupational Health and Safety Act and applicable regulations
4.2.6 To ensure compliance with the Health and Safety Policy by all employees/workers, subcontractors, suppliers, service providers and independent contractors
4.2.7 To take every precaution reasonable for the health and safety of employees and workers at/and in the workplace
4.2.8 To report all workplace accidents, injuries, and occurrences to employer.
4.2.9 To comply with the Health and Safety policy as an ongoing term and condition of employment
4.2.10 Conduct Safety talks
4.2.11 Perform workplace inspections
4.2.12 Conduct employee training
4.2.13 Correct sub-standard acts or conditions
4.2.14 Commending employee health and safety performance

4.3 Employees/Workers:

4.3.1 To co-operate with managers/supervisors and employer in the compliance and implementation of the Health and Safety policy
4.3.2 To review and comply with all legal duties on workers under the Occupational Health and Safety Act and applicable regulations
4.3.3 To use the safety equipment, devices, and clothing as provided and directed.
4.3.4 To refrain from making any safety equipment, device or clothing ineffective or inoperative
4.3.5 To refrain from using any dangerous equipment or machinery without proper authorization
4.3.6 To exercise the right to refuse to do work that the employee or worker believes is unsafe in accordance with the procedure set out in the applicable provincial health and safety legislation
4.3.7 To report any unsafe and unhealthy condition in the workplace to supervisor/manager immediately.
4.3.8 No worker shall engage in any prank, feat of strength, unnecessary running or rough and boisterous conduct
4.3.9 To comply with the health and safety policy in an ongoing term and condition of employment

5.0 Training:

5.1 As of July 1, 2014, Ontario Regulation 297/13 requires employers to provide basic occupational health and safety awareness training to supervisors and workers
5.2 Supervisor Awareness Training must include instruction on the following (but not limited to):
5.2.1 Duties and rights of workers under the Act
5.2.2 Duties of employers and supervisors under the Act

5.2.3 Roles of health and safety representatives and joint health and safety committees under the Act

5.2.4 Roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety

5.2.5 How to recognize, assess and control workplace hazards, and evaluate those controls

5.2.6 Sources of information on occupational health and safety. O. Reg. 297/13, s. 2 (3)

5.3 Worker Awareness Training must include instruction on the following (but not limited to):

5.3.1 Duties and rights of workers under the Act

5.3.2 Duties of employers and supervisors under the Act

5.3.3 Roles of health and safety representatives and joint health and safety committees under the Act

5.3.4 Roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety

5.3.5 Common workplace hazards

5.3.6 The requirements set out in Regulation 860 (Workplace Hazardous Materials Information System (WHMIS))

5.3.7 Occupational illness, including latency. O. Reg 297/13, 2. 1(3)

6.0 Supporting Document(s): N/A

INTERNAL RESPONSIBILITY SYSTEM

1.0 Purpose: It is policy to follow the Internal Responsibility System (I.R.S.) in all aspects of the business strategy. This is a joint partnership among all Employees, Supervisors, and Senior Management. Within the I.R.S., everyone has a direct responsibility for health and safety as an essential part of his or her job. Every employee no matter his or her title is expected to take initiatives on health and safety issues and to work to solve problems and make continuous improvements in the workplace. The I.R.S. for Health and Safety Management System (HSMS) will incorporate several policies and procedures to ensure that all workers are aware of their responsibilities and held accountable under the *Occupational Health and Safety Act*.

2.0 Definitions:

2.1 Internal Responsibility System (I.R.S.): The Internal Responsibility System puts in place an employee-employer partnership that ensures a safe and healthy workplace. A health and safety committee is a joint forum for employers and employees working together to improve workplace health and safety.

2.2 The Internal Responsibility System does the following:

- **2.2.1** Establishes responsibility sharing systems
- **2.2.2** Promotes safety cultures
- **2.2.3** Promotes best practices
- **2.2.4** Helps develop self reliance
- **2.2.5** Ensures compliance

3.0 Procedure:

3.1 Senior Management Responsibilities:

- **3.1.1** A HSMS is developed, implemented and maintained
- **3.1.2** Establish and maintain a Joint Health and Safety Committee compliant with the *Occupational Health and Safety Act*

3.2 Management (Managers, Foreman, Supervisors) Responsibilities:

- **3.2.1** Any observed hazards or lapses in the functioning of the health and safety program and other concerns are dealt with promptly
- **3.2.2** All individuals under their supervision have been informed of the hazards and instructed on the necessary risk control and emergency response measures
- **3.2.3** The applicable health and safety policies, programs, procedures, and practices associated with the area and activity under their supervision are communicated and implemented
- **3.2.4** The hazards associated with the area or activity have been identified and the necessary risk control and emergency response measures identified, documented, communicated and implemented in accordance with applicable regulations

3.2.5 All workers will be informed and instructed on the hazards and related risk control and emergency measures

3.2.6 Any individual assigned to a supervisory role is competent

3.2.7 Workplace inspections, monitoring, and accident reporting and investigations are routinely conducted to ensure the integrity of risk control and emergency response measures

3.3 Workers (Not in a Supervisory Role) Responsibilities:

3.3.1 Complying with the rules and procedures developed within the HSMS for performing the work in a safe and healthy manner

3.3.2 Taking an active role in protecting and promoting his or her health and safety

3.3.3 Refraining from activities which may jeopardize the health and safety of others

3.3.4 Taking an active role in fulfilling the requirements of applicable health and safety programs under the HSMS with a view to fulfilling the intent of the Policy Statement

3.3.5 Correcting or reporting forthwith to his or her supervisor, any observed health and safety hazards or lapses in the functioning of the HSMS

4.0 Supporting Document(s): N/A

PROGRESSIVE DISCIPLINE POLICY

1.0 Purpose: The purpose of this policy is to ensure compliance to all employee who willfully works in violation of Company Policies and/or Legislative Requirements will be subject to any of the following disciplinary actions.

2.0 Definitions: N/A

3.0 Disciplinary actions:

- **3.1** A verbal warning (1st late arrival to work, not following proper work procedure, not wearing proper protective equipment, etc.)
- **3.2** A written warning (not showing up to work without reasonable explanation, rude/inappropriate behavior, repetitive verbal warnings, etc.)
- **3.3** Suspension (repetitive lateness, repetitive written warnings, verbal abuse to management/inspector/owner, etc.)
- **3.4** Termination (as a last resort when all other progressive disciplinary actions have been exhausted)

4.0 Immediate Termination:

- **4.1** Situations of violence including: threatening physical harm, fighting, or using a weapon to physically harm another person;
- **4.2** Theft, falsifying time records, or any other dishonest act;
- **4.3** Sabotage or intentional damage to company property;
- **4.4** Consumption of alcohol, possession and/ or the use, of illegal drugs, or the improper use of prescription or "over the counter" drugs, while on or about the premises of our job sites or performing work on the company's behalf;
- **4.5** Failure to return to work immediately after the expiration of a leave of absence granted by the company without reasonable explanation;
- **4.6** Without the written permission of the company, working elsewhere while on an authorized leave of absence, WSIB Claim, or medical leave.
- **4.7** Willful violation of Health and Safety Office and Field Guidelines or legislation creating a potential for injury, death or serious property damage.

5.0 Supporting Documents: N/A

SMOKING AND TOBACCO IN THE WORKPLACE

1.0 Purpose: This policy is designed to outline the parameters of the "Smoke Free Ontario" Act and how it applies to all employees. "The enclosed workplace" refers to company property as prescribed by the *Smoke Free Ontario Act*. This procedure is the minimum requirement; site specific designated smoking areas must be adhered to. This includes the use of, but not limited to, tobacco product such as cigarettes, cigarillos, as well as the use of e-cigarettes, personal vaporizers or Electronic Nicotine Delivery System (ENDS).

2.0 Definitions:

2.1 Enclosed Workplace: The inside of any place, building, structure, vehicle or conveyance or a part of any of them that is:

- **2.1.1** Covered by a roof
- **2.1.2** Worked in or frequented by employees during the course of their employment whether or not they are acting in the course of their employment at the time
- **2.1.3** Not primarily a private dwelling
- **2.1.4** Not a prescribed place

3.0 Procedure:

3.1 Employer Obligations

Every employer shall, with respect to an enclosed workplace or place which the employer exercises control:

- **3.1.1** Ensure compliance with this section
- **3.1.2** Give notice to each employee in an enclosed workplace, place or area that smoking is prohibited
- **3.1.3** Post any prescribed signs prohibiting smoking throughout the enclosed workplace or area over which the employer has control, including washrooms, in the prescribed manner
- **3.1.4** Ensure that no ashtrays or similar equipment remain in the enclosed workplace or area, other than a vehicle in which the manufacturer has installed an ashtray
- **3.1.5** Ensure that a person who refuses to comply does not remain in the enclosed workplace or area
- **3.1.6** Ensure compliance with any other prescribed obligations

3.2 Employee Obligations

- **3.2.1** Ensure compliance with the Policy and Smoke Free Ontario Act
- **3.2.2** Refrain from smoking in enclosed workplaces under the definition
- **3.2.3** Use designated smoking areas while on Company property

4.0 Supporting Document(s): Smoke Free Ontario Act. S.O. 1994, Chapter 10

- The Tobacco Control Act, 1994 as amended by the Tobacco Control Statue Law Amendment Act, 2005, effective May 31, 2006

SUBSTANCE ABUSE POLICY

1.0 Purpose: The purpose of this policy is to outline company rules and procedures on the use and/or possession of illegal drugs, alcohol, medications and other substances that impairs performance while at work.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Any use or possession of the substances defined under the Criminal Code of Canada will be grounds for immediate disciplinary action. There is zero acceptance or tolerance of substance use in the workplace. Discipline will reflect the non-compliance policy

3.2 The following behavior by our employees is NOT condoned:

- **3.2.1** Use or consumption of any form of alcohol at work at any time
- **3.2.2** The sale, purchase, transfer or offering of a drug on company property or at a site where we are engaged in work
- **3.2.3** Arrival at or being at work under the influence of alcohol/drugs

3.3 We request workers to inform their supervisor if they are prescribed medication which may affect their ability to work safely

3.4 There is a legal duty and responsibility to take every precaution reasonable in the circumstances for the protection of a worker. We will strive to ensure that substance abuse in any way connected with work does not occur

3.5 Anyone found to be in the possession of, or found to be consuming, or under the influence of alcohol or illegal drugs while "on the job" will be subject to immediate discipline, up to and including dismissal. This includes, but is not limited to, meal periods, scheduled breaks, and "on-call time" while at the office, construction site, place of business, or at any other location where the employee may be during the course of employment

3.6 Removal from Site/Property:

- **3.6.1** All supervisors and management have the responsibility to safely **remove from the job site anyone they reasonably suspect is under the influence of alcohol or drugs**. Failure to do so by any supervisor could constitute a contravention of legal duties and may be subject to prosecution
- **3.6.2** Supervisors will take reasonable precautions to ensure those removed are done in such a manner:
  - **3.6.2.1** Call and pay for a cab if needed
  - **3.6.2.2** Ensure the worker does not pose a risk to him/herself or the public after they leave the worksite
  - **3.6.2.3** Call the police if the affected worker attempts to drive

3.7 Supervisor Responsibilities:

- **3.7.1** Advise the worker of the existence of any potential or actual danger to the health and safety of a worker of which the supervisor is aware, and take

every reasonable precaution in the circumstances for the protection of the worker

3.7.2 Take immediate action if he/she believes that the employee is under the influence of a substance

3.7.3 Notify their employer to ensure proper steps are taken in the event that a worker is under the influence

3.8 Employee Responsibilities:

3.8.1 Employees are required to understand the intent of this policy and to work in accordance with the provisions of this policy

3.8.2 Employees are required to report to their Supervisor any condition that may affect their job and safety performance and that may be attributed to use of any drugs (including alcohol) if they become aware of it

3.8.3 Employees are required to follow their supervisor's instructions when they are being advised by their supervisor that they are under the influence of a substance

4.0 Supporting Document(s): N/A

MOBILE COMMUNICATION DEVICE POLICY

1.0 Purpose: This policy has been established in order to control measures and protect the safety of workers who carry personal cellular phones and other electronic equipment in the workplace.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Workers are allowed to bring their personal cell phone to the workplace if permitted by the supervisor. The employee must exit the immediate work area for phone calls.

3.2 If you are using a company issued cell phone you must be aware of your surroundings and only utilize the phone when it is safe to do so

3.3 Please remember that cell phones are banned from use in vehicles across Ontario. If you need to make or receive a call pull over to the side of the road when safe to do so and proceed with the call

3.4 Texting or emailing while driving is strictly prohibited. If you need to read or respond to a text or email, pull over to the side of the road when it is safe to do so and proceed with using your mobile device

3.5 Cell phones must not be used while performing any tasks, operating machinery or equipment

4.0 Supporting Document(s): N/A

COLD STRESS MANAGEMENT

1.0 Purpose: The purpose of this procedure is to ensure that cold stress related illness is recognized by supervisors and appropriate prevention steps to prevent the onset of cold stress (hypothermia) when environmental cold exposures are elevated. It is policy that preventative measures be taken in order to control the hazards associated with cold stress in accordance with regulatory requirements.

2.0 Definitions:

2.1 Hypothermia: An abnormally low body temperature, often caused by prolonged exposure to cold

2.2 Core Temperature: The body tries to maintain an internal (core) temperature of approximately 37° Celsius (98.6° Fahrenheit). This is done by reducing heat loss and increasing heat production

2.2.1 Under cold conditions, blood vessels in skin, arms and legs constrict, decreasing blood flow to extremities. This minimizes cooling of the blood and keeps critical internal organs warm

2.2.2 At very low temperatures, however, reducing blood flow to the extremities can result in lower skin temperature and higher risk of frostbite

2.3 Wind Chill: Wind chill involves the combined effect of air temperature and air movement. The wind chill cooling rate is defined as heat loss (expressed in Watts per Meter Squared) resulting from the effects of air temperature and wind velocity upon exposed skin

3.0 Procedure:

3.1 Frostbite:

3.1.1 A common injury caused by exposure to severe cold or by contact with extremely cold objects

3.1.2 Occurs more readily from touching cold metal objects than from exposure to cold air. Heat is rapidly transferred from skin to metal

3.1.3 Symptoms vary, are not always painful but often include a sharp, prickling sensation

3.1.3.1 The first indication of frostbite is skin that looks waxy and feels numb. Once tissues become hard, the case is a severe medical emergency. Severe frostbite results in blistering that usually takes about ten (10) days to subside

3.1.3.2 Once damaged, tissues will always be more susceptible to frostbite in the future

3.1.4 First Aid Measures:

3.1.4.1 Warm frostbitten area gradually with body heat, DO NOT RUB

3.1.4.2 Do not thaw hands or feet unless medical aid is distant and there is no chance of freezing

3.1.4.3 Apply sterile dressings to blister to prevent breaking, get medical attention

3.2 Hypothermia:

3.2.1 When the body can no longer maintain core temperature by constricting blood vessels, it shivers to increase heat production. Maximum shivering develops when the body temperature has fallen to 35° Celsius (95° Fahrenheit)

3.2.2 The most critical aspect of hypothermia is the body's failure to maintain its deep core temperature. Lower body temperature presents the following signs and symptoms:

3.2.2.1 Persistent shivering – usually starts when core temperature reaches 35°Celsius (95° Fahrenheit)

3.2.2.2 Irrational or confused behavior

3.2.2.3 Reduced mental awareness

3.2.2.4 Poor coordination, with obvious effects on safety

3.2.2.5 Reduction in rational decision making

3.2.3 In addition, acute exertion in cold can constrict blood vessels in the heart. This is particularly important for older workers or workers with coronary disease who may have an increased risk of heart attack

3.2.4 First Aid Measures:

3.2.4.1 Stop further cooling of the body and provide heat to begin re-warming

3.2.4.2 Carefully remove casualty to shelter. Sudden movement or rough handling can upset heart rhythm

3.2.4.3 Keep casualty awake

3.2.4.4 Remove wet clothing and wrap casualty in warm covers

3.2.4.5 Apply direct body heat or use safe heating devices

3.2.4.6 Re-warm neck, chest, abdomen and groin – but not extremities

3.2.4.7 Give warm, sweet drinks, but only if the casualty is conscious

3.2.4.8 Monitor breathing. Administer artificial respiration if necessary if trained to do so

3.2.4.9 Call for medical help or transport casualty carefully to nearest medical facility

3.3 Controls:

3.3.1 The best protection against cold-related health risks is to be aware and be prepared. Workers should recognize the signs and symptoms of overexposure in themselves and others. Pain in the extremities may be the first warning sign. Any worker shivering severely should move to a warm and dry location immediately

3.4 General:

3.4.1 Ensure that the wind-chill factor is understood by workers, especially those working on bridges or out in the open on high buildings

3.4.2 Warm sweet drinks and soups are some items that are good to maintain caloric intake and fluid volume. Coffee should be discouraged because it increases water loss and blood flow to extremities

3.4.3 Personnel working in isolated cold environments whether indoors or outdoors should have back-up

3.4.4 Hot drinks and regular breaks under extremely cold working conditions are imperative

3.5 Clothing:

3.5.1 Select proper clothing to suit the cold, the job, and the level of physical activity

3.5.2 Wear several layers of clothing rather than one thick layer. The air captured between layers is an insulator

3.5.3 Wear synthetic fabrics such as polypropylene next to the skin because these wick away sweat. Clothing should not restrict flexibility and be applicable to the type of work being performed

3.5.4 If conditions are wet as well as cold, ensure that the outer clothing worn is waterproof or at least water-repellent. Wind resistant fabrics may also be required under some conditions

3.5.5 At air temperatures of 2° Celsius (35.6° Fahrenheit) or less, workers whose clothing gets wet for any reason must immediately get a change of clothing and be treated for hypothermia if symptoms are present

3.5.6 Encourage the use of hats and hoods to prevent heat loss from the head and to protect ears. Balaclavas or other face covers may also be necessary under certain conditions

3.5.7 Tight fitting footwear restricts blood flow. Footwear should be large enough to allow wearing either one thick or two thin pairs of socks. Wearing too many socks can tighten the fit of the footwear and harm rather than help

3.5.8 Workers who get hot while working should open their jackets but keep hats and gloves on

3.6 Shelter:

3.6.1 For work performed continuously in the cold, allow rest and warm-up breaks. Heated shelters such as trailers should be available nearby. Encourage workers to use these shelters at regular intervals depending on the wind-chill factor

3.6.2 Workers showing signs of shivering, frostbite, fatigue, drowsiness, irritability, or euphoria should immediately return to the shelter

3.6.3 Workers entering the shelter should remove their outer layer of clothing and loosen other clothing to let sweat evaporate. In some cases, a change of clothing may be required

4.0 Supporting Document(s): N/A

HEAT STRESS MANAGEMENT

1.0 Purpose: The purpose of this procedure is to ensure that heat related illnesses are recognized by supervisors and appropriate steps are taken to prevent the onset of heat stress when environmental heat exposures are elevated. This policy shall be implemented based on environmental triggers. Every reasonable precaution will be taken for the circumstance in health and safety of all of our employees. It is our policy that preventative measures are taken in order to control the hazards associated with heat related disorders.

2.0 Definitions:

2.1 Heat Stress: A group of conditions due to overexposure to or overexertion in excess environmental temperature. This encompasses heat cramps, heat exhaustion, and heat stroke. Disorders range from minor discomforts to life threatening conditions

2.2 Heat Stroke: A severe and often fatal illness produced by exposure to excessively high temperatures, especially when accompanied by marked exertion

2.3 Heat Rash: The most common problem in hot work environments. Symptoms include red blotches, extreme itchiness in areas persistently damp with sweat, and a prickling sensation on the skin where sweating occurs

2.4 Heat Cramps: Under extreme conditions the body may lose salt through excessive sweating. Spasms in larger muscles may occur in the back, leg or arm. Cramping creates hard painful lumps within the muscle

2.5 Heat Exhaustion: Occurs when a body can no longer supply blood to vital organs and send blood to the skin to reduce body temperature at the same time. Signs and symptoms include; weakness, difficulty continuing work; headache, breathlessness; nausea or vomiting; feeling faint or actually fainting

2.6 Heat Stroke: When the body can no longer cool itself and body temperatures rise to critical levels. **WARNING: Heat stroke requires immediate medical attention!** Primary signs and symptoms of heat stroke are confusion or irrational behavior, loss of consciousness, convulsions, lack of sweating, hot dry skin, and abnormally high body temperature

3.0 Procedure:

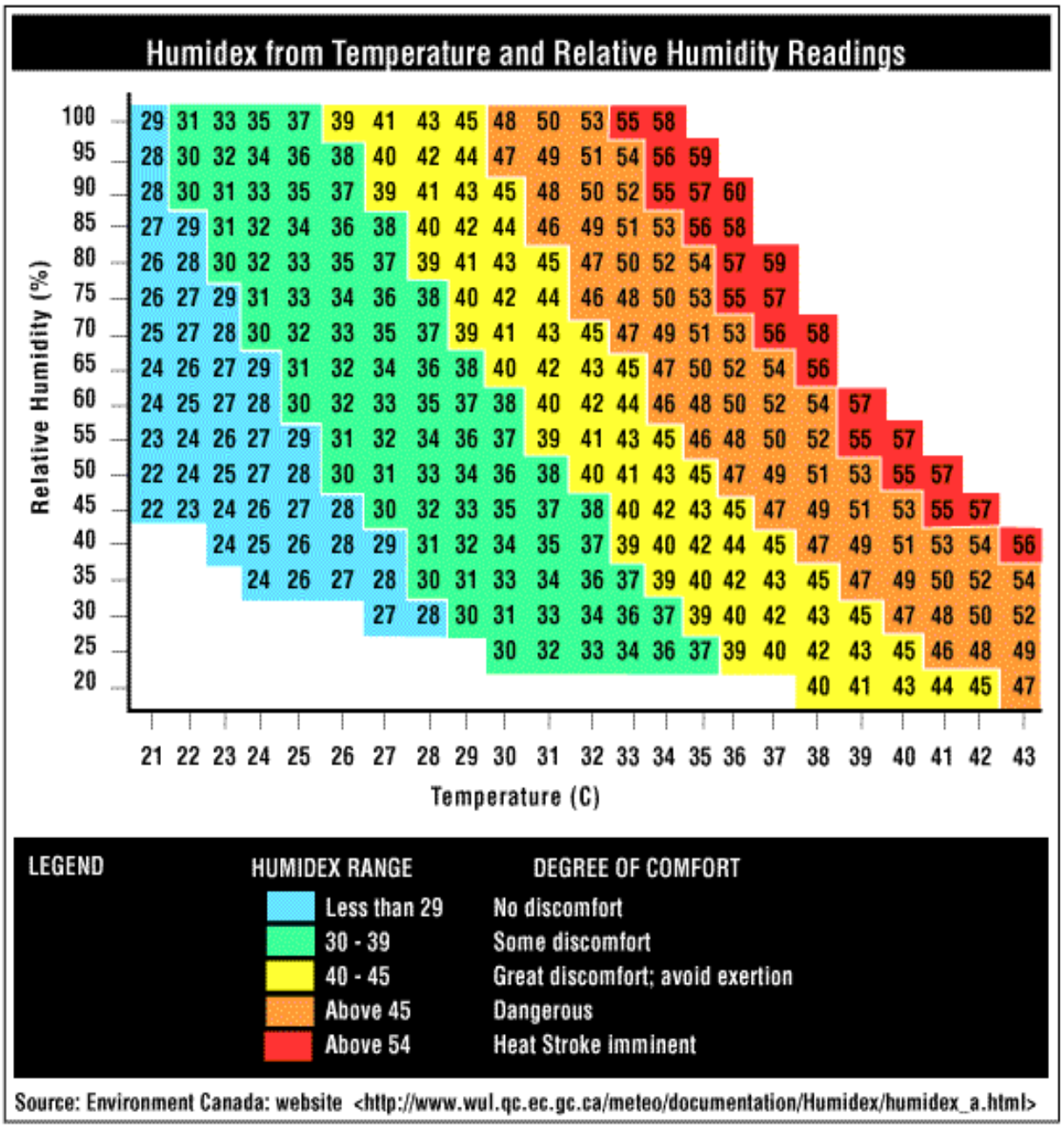
3.1 Humidex Guideline:

3.1.1 Below is a humidex guideline to use to verify certain humidex readings and recommended controls

Humidex Reading	Response/Controls
30-37	**Low** - Alert workers to potential for heat stress - Ensure access to water
38-39	**Medium** - Reduce physical activity (slower pace, double up breaks) - Drink a cup of water every 20-30 minutes
40-42	**Moderate** - Reduce physical activity further - Drink a cup of water every 15-20 minutes
43-44	**High** - Ensure sufficient rest and recovery time - Severely curtail physical activity - Drink a cup of water every 10-15 minutes
45 or over	**Extreme** - It is hazardous to continue physical activity

WARNING: NEVER IGNORE A PERSON'S SIGNS AND SYMPTOMS!

3.2 Humidex from Temperature and Relative Humidity Readings:



3.3 First Aid Treatment for Heat Illness:

Illness	Signs and Symptoms	First Aid
Heat Rash	- Red, bumpy rash with severe itching	Change into dry clothes and avoid hot environments. Rinse skin with cool water. Wash regularly to keep skin clean and dry.
Fainting	- Sudden fainting after at least two (2) hours of work - Cool moist skin - Weak Pulse	GET MEDICAL ATTENTION. Assess the person's need for cardiopulmonary resuscitation (CPR). Move the person to a cool area. Loosen clothing. Have the person lie down, and if conscious, offer sips of cool water. Fainting may be due to another illness.
Heat Cramps	Painful, involuntary muscle spasms that usually occur during heavy exercise in the heat. They may be more intense and prolonged than typical night-time leg cramps. Muscles most often affected are in the calves, arms, abdomen and back - but any muscles involved in the activity can get the cramps.	Inadequate fluid intake often contributes to heat cramps. The person should rest, cool down and drink an electrolyte-containing sports beverage (Gatorade, Powerade). The person should gently stretch the muscles throughout their range of motion as well as massage the muscles.
Heat Exhaustion	Often begins suddenly, sometimes after excessive activity, sweating and inadequate fluid intake. Signs and symptoms resemble those for shock and include: - An ashen appearance - Low blood pressure - Rapid heartbeat - Hot, red, dry or sweaty skin - Low grade fever (generally less than 40° Celsius) - Feeling faint - Nausea	Get the person out of the sun and into a shady or air-conditioned location. Have the person lay down and elevate their feet slightly. Loosen or remove the person's clothing. Give the person cold water (not iced) or a sports drink. Cool the person by spraying with cool water and fanning. Monitor the person's condition - heat exhaustion can quickly turn into heat stroke. **If fever (especially greater than 40° Celsius) fainting, confusion or a seizure can occur, get emergency medical assistance.**

4.0 Supporting Documents: N/A

PERSONAL PROTECTIVE EQUIPMENT

1.0 Purpose: The purpose of this procedure is to ensure that all employees/contractors receive appropriate information of Personal Protective Equipment (PPE) to protect their health and safety while performing their assigned duties. Personal Protective Equipment (PPE) is required to protect workers against hazards when other controls are not feasible, in emergency situations, or to supplement other controls. It is understood that all personnel will adhere to this policy.

2.0 Definitions: N/A

3.0 Procedures:

3.1 NOTE: In the case of certain types of PPE, there may be codes of practice or standards (CSA) that shall be considered for due diligence purposes. In some cases, regulations may directly require that the relevant standard be adhered to.

3.1.1 Sub-Contractors must provide the necessary PPE to all employees to ensure the duties can be performed effectively and safely.

3.1.2 All employees who are instructed to use PPE will not for any reason modify any equipment, tool or safety item to be used.

3.2 Requirements – Job Sites

3.2.1 CSA approved Green patch safety boots and CSA approved head protection are the minimum requirement at all times while on the project.

3.2.2 Foreman and/or Supervisor shall ensure that any other personal protective equipment required to perform assigned duties safely, shall be used.

3.2.3 CSA approved hearing protection must be worn where indicated by signage and manufacturer's instructions.

3.2.4 Workers must wear CSA approved eyewear during any drilling, overhead drilling and cutting operations or where there is risk of an eye injury.

3.2.5 Gloves of the appropriate type and adequate for the work must be worn when required.

3.3 Requirements – Other Locations and Property

3.3.1 All other locations, and properties shall ensure as a minimum that CSA Green Patch safety boots and CSA approved hard hats are worn in areas where they are required

3.3.2 CSA approved hearing protection must be worn where indicated by signage and manufacturer's instructions

3.3.3 Gloves of the appropriate type and adequate for the work are worn where required

3.3.4 Workers must wear CSA approved eyewear during any drilling, overhead drilling and cutting operations or where there is risk of an eye injury.

3.4 Requirements – Truck Drivers and all other Workers

3.4.1 CSA approved Green patch safety shoes/boots and CSA approved hard hats must be worn at all times while on a construction project

3.4.2 High Visibility vest and/or clothing compliant to the Construction regulation to be worn when required

3.4.3 CSA approved hearing protection must be worn where indicated by signage and manufacturer's instructions

3.5 Personal Protective Equipment should be the "last resort" of defense. Better alternatives lie in engineering controls that eliminate as much of the risk as possible. Engineering controls fall into five categories;

3.5.1 Substitution

3.5.2 Alternative work method

3.5.3 Isolation

3.5.4 Enclosure

3.5.5 Ventilation

3.6 Personal Protective Gloves:

3.6.1 Appropriate glove protection must protect against the specific hazards presented and provide a comfortable and secure fit. The performance characteristics of a particular glove and their ability to protect against the specific hazards encountered are based on a number of factors, including the type of glove material, the manufacturing process, and their thickness, design and size. Glove manufacturer performance data should be consulted for physical and chemical resistance properties of their particular glove products.

3.7 Chemical Resistant Gloves:

3.7.1 Chemical resistant gloves that provide an effective barrier against the specific chemical used must be worn whenever hands are potentially exposed to chemicals. An appropriate chemical resistant glove must demonstrate no significant degradation, a high breakthrough time, and a low permeation rate upon contact with the chemicals used. Chemical permeation through an inappropriate glove can result in significant worker exposure and serious health effects, particularly when using highly toxic chemicals that are readily absorbed into the bloodstream via the skin.

3.7.2 Reusable gloves should be thoroughly rinsed and allowed to air dry. Gloves will be replaced on a regular and frequent basis upon need. They should be replaced immediately upon signs of degradation, and particularly after contact with toxic chemicals. Once a chemical has been absorbed onto the glove material, the chemical can continue to diffuse through the material even after the surface has been washed.

3.8 Hearing Protection – In addition to attenuation characteristics (fit, comfort and sound reduction), the following factors should be considered when selecting hearing protectors;

- **3.8.1** Noise exposure levels and standards;
- **3.8.2** Comfort;
- **3.8.3** Communication requirements;
- **3.8.4** Work environment or work procedures;
- **3.8.5** Over protection.

3.9 Noise exposure Levels and Standards – Identifying the noise level(s) that an individual may be exposed throughout a working day (8 hours or more), determines the class of hearing protector needed.

- **3.9.1** Evaluation is based on an eight (8) hour noise exposure, not a spot or area measurement.
- **3.9.2** CSA Standard for hearing protectors, identifies classes of hearing protectors as A, B and C. Class A protectors have the highest ability to attenuate, followed by B and C.
- **3.9.3** The table below provides guidelines for proper selection. **The upper limits of the noise levels can be used as a guide in selecting a specific class of hearing protector. a**

Maximum Noise Level dB(A)	Recommended Class of Hearing Protector
Less than 85 dBA	No protection required
Up to 89 dBA	Class C
Up to 95 dBA	Class B
Up to 105 dBA	Class A
Up to 110 dBA	Class A Plug + Clas A or Class B Muff
More than 110 dBA	Class A Plug + Class A or Class B Muff and limited exposure

- **3.9.4** When noise levels exceed the 100db rate, you are required to use both of the following in combination to protect from exposure:
  - **3.9.4.1** Class A Plug
  - **3.9.4.2** Class A or B Ear Muff

- **3.9.5 Earplugs -** should conform to the latest issue of CSA Standard;
  - **3.9.5.1** For maximum attenuation the method of insertion illustrated below should be used. Because the ear canal is slightly S shaped, the ear must be pulled back to straighten the canal for the plug to fit properly.

**Reach one hand around the back of the head, pull ear upwards to straighten S-shaped ear canal, then insert plug with the other hand according to manufacturer's instructions.

3.9.5.2 Earplugs must fit snugly in the ear canal. This will cause some discomfort initially, however, in time the discomfort vanishes. If the discomfort persists for more than two (2) weeks, please consult professional advice. In most cases, it will be a matter of re-sizing the plug however, not all people can wear plugs and may need to seek custom protection.

4.0 Respiratory: The purpose of this procedure is to ensure that employees are protected from exposure to hazardous environments by being properly trained in the care and use of respiratory protection equipment. This procedure applies to all facilities, job sites and shop areas where respiratory protection is required.

4.1 Definitions:

4.1.1 **Air Purifying Respirator:** A respirator with an air-purifying filter, cartridge or canister that removes specific air contaminants by passing ambient air through the air purifying element

4.1.2 **Atmosphere Supplying Respirator:** A respirator that supplies the respirator user with breathing air/gas from a source independent of the ambient atmosphere

4.1.3 **Supplied Air Respirator:** An accepted respirator and air supply hose with a hood/helmet, a tight fitting face piece, or a loose fitting face piece/visor that is supplied with compressed breathing air from a compressed air breathing air system

4.1.4 **Fit Test:** The use of qualitative or a quantitative method to evaluate the fit of a specific make, model and size of a respirator on an individual.

4.2 Procedure:

4.2.1 Before using or handling a controlled product, consult the Material Safety Data Sheet (MSDS). The MSDS will identify any respiratory protection required. The MSDS should specify the type of respirator to be worn

4.2.2 Dust/mist/fume filters should be changed when there is noticeable buildup on the outside of the device or as prescribed by the manufacturer

4.2.3 All personnel using respiratory protection must have their fit test credentials with them

5.0 Supporting Document(s): N/A

PERSONAL FALL PREVENTION

1.0 Purpose: The purpose of this procedure is to define the requirements for the use, care, and selection of fall prevention systems and equipment. This procedure applies to all employees, sites and facilities where a worker may be exposed to any of the following hazards:

1.1 Falling more than three (3) metres

1.2 Falling more than 1.2 metres, if the work area is used as a path for a wheel barrow or similar equipment

1.3 Falling into machinery

1.4 Falling into water or another liquid

1.5 Falling into or onto a hazardous substance or object

1.6 Falling through an opening on a work surface

All sub-contractors and employees are required to ensure that the proper personal protective equipment is used, maintained, and replaced as required by law. Where appropriate a fall prevention system including guardrails or covers shall be installed before requiring the use of fall protection equipment. Every employee must be trained on the care, use, and storage of all personal protective equipment. Employees are required to wear the fall protection equipment where an appropriate fall prevention system is not in use.

2.0 Definitions:

2.1 Guardrail System: An assembly of components joined together to provide a barrier to prevent a worker from falling from the edge of a surface

2.2 Protective Covering: A method used to prevent a worker from falling through an opening on a work surface

2.3 Anchor System: Consists of a combination of an anchor point and an anchorage connector(s)

2.4 Anchor Point: A structure or structural member intended to withstand forces exerted by fall protection equipment. Examples may include beams, girders, or columns

2.5 Temporary Anchor Point: A location on an existing support member to which a connecting device, which does not require welding or drilling holes for the purpose of bolting, is attached for a short period. Such devices include beam and column clamps, web slings, wire rope, strap connectors, and hook anchors. When the specific need is over, the

connecting device is removed. All temporary anchor points must be approved by an engineer

2.6 Anchorage Connector: The means by which the fall protection equipment is secured to the anchor point. Examples may include load-rated eyebolts or nylon web sling

2.7 Connecting Subsystem: Any device that connects the body holding device to the anchor system. Examples may include lanyard, self-retracting lifeline, or rope grab

2.8 Body Holding Device: The full body harness is the only body holding device approved for use

2.9 Fall Arrest System (FAS): The FAS is designed to stop and suspend a person in the event of a fall. The FAS includes the anchor system, connecting sub-system, and a body holding device

2.10 Travel Restraint System (TRS): The TRS keeps the user away from a fall hazard. The TRS includes the anchor system, connecting sub-system, and a body holding device

3.0 Training:

3.1 As of April 1, 2015, the Occupational Health and Safety Awareness and Training Regulation (O. Reg. 297/13) requires employers to ensure that workers on construction projects successfully complete a **Working at Heights** training program if they may use specified methods of fall protection. The working at heights training requirements apply to the employers of workers on construction projects who are required by O.Reg. 213/91 (Construction Projects Regulation) to use any of the following methods of fall protection:

- travel restraint system
- fall restricting system
- fall arrest system
- safety net
- work belt OR
- safety belt

This training requirement is in addition to existing training requirements for workers who use fall protection systems on construction projects, as set out in the Construction Projects Regulation (O. Reg. 213/91).

3.2 Working at Heights training is valid for three years from the date of successful completion of the training program.

3.3 Working at Heights training providers must be approved by the Chief Prevention Officer

3.4 There is a two year transition period for workers who have already completed Fall Protection training prior to April 1, 2015.

3.5 Employers are required to maintain training records, and ensure they are available to a Ministry of Labour Inspector upon request.

4.0 Procedure:

PERSONAL FALL PREVENTION

4.1 Fall Prevention Systems: Guardrails are the best method of protecting workers around openings in floors and roofs, but sometimes they are not possible to install. For working around holes or openings on floors, it may be better to securely fasten a cover made of planks, plywood, or steel plate over the opening. Covers must be strong enough to support any weight to be reasonably expected. A guardrail system that meets the requirements of O.Reg 213/91 and shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and may be exposed to a fall of 2.4 metres or more:

- **4.1.1** A floor, including the floor of a mezzanine or balcony
- **4.1.2** The surface of a bridge
- **4.1.3** A roof while formwork is in place
- **4.1.4** A scaffold platform or other work platform, runway or ramp

4.1.4.1 <u>If it is not practicable to install a guardrail system then the following fall protection methods must be used in following order:</u>

- **4.1.4.1.1** A travel restraint system
- **4.1.4.1.2** A fall restricting system
- **4.1.4.1.3** A fall arrest system
- **4.1.4.1.4** A safety net

4.2 Guardrails or Covers: One of the following precautions shall be used to prevent a worker from falling through an opening on a work surface

- **4.2.1** A guardrail system that meets the requirements of O.Reg 213/91
- **4.2.2** A protective covering that:
  - **4.2.2.1** Completely covers the opening
  - **4.2.2.2** Is securely fastened
  - **4.2.2.3** Is adequately identified as covering an opening
  - **4.2.2.4** Is made from material adequate to support all loads to which the covering may be subjected
  - **4.2.2.5** Is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used

4.3 Temporary Removal: The guardrail system or protective covering may be removed temporarily to perform work in or around the opening if the worker is adequately protected with a fall protection system and signs are posted in the working area

4.4 Guardrail System: A guardrail system must be established that has:

- **4.4.1** A top rail, an intermediate rail and a toe board
- **4.4.2** The top of the guardrail system located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed
- **4.4.3** The toe board extends from the surface to which the guardrail system is attached to a height of at least 89 millimetres

4.4.4 The guardrail system located at the perimeter of the work surface, the distance between the edge of the surface and the guardrail system shall not be greater than 300 millimetres

4.5 Guardrail Loads: All guardrail systems shall be capable of resisting, anywhere along its length, the following loads when applied separately, without exceeding the allowable unit stress for each material used:

4.5.1 A point load of 675 newtons applied in a lateral direction to the top rail

4.5.2 A point load of 450 newtons applied in a vertical downward direction to the top rail

4.5.3 A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the top rail and the toe board

4.5.4 A point load of 225 newtons applied in a lateral direction to the toe board

4.6 Guardrail Posts: The distance between any two adjacent posts of the guardrail system must not be greater than 2.4 metres, the system shall be capable of resisting the loads specified in section (3.5 Guardrail Loads)

4.7 Guardrail Wood: The following additional requirements apply to a guardrail system that is made of wood:

4.7.1 The wood shall be spruce, pine or fir (S-P-F) timber of construction grade quality or better

4.7.2 The wood shall be free of sharp objects such as splinters and protruding nails

4.7.3 The system shall have posts that are at least 38 millimetres by 89 millimetres, are securely fastened to the surface and are spaced at intervals of not more than 2.4 metres

4.8 Personal Fall Protection Systems: Where it is not practical to build or erect a guardrail system or to place a cover over a hole, the worker shall be protected with a fall protection system. A fall arrest system is a system of physical components attached to a worker that stops a worker during a fall. Double lanyards must be used when required for the job task.

4.9 All fall protection systems must be inspected prior to each use to ensure there are no defects or damage to the equipment.

4.10 Travel Restraint Systems (TRS): in the event that a protective covering of a guardrail cannot be installed, the next step would be see if a travel restraint system can be installed. This system allows a worker to travel just far enough to reach the edge but not far enough to fall over. The basic TRS consists of:

4.10.1 CSA approved full body harness

4.10.2 Lanyard

4.10.3 Lifeline

4.10.4 Rope grabs to attach harness or lanyard to lifeline

4.10.5 Adequate anchorage (capable of supporting a static load of 2 kilonewtons – 450 pounds – with a recommended safety factor of at least two (2) that means 4 kilonewtons or 900 pounds)

4.11 Fall-Arrest Systems (FAS): Where workers cannot be protected from falls by guardrails or travel restraint, they must be protected by at least one of the following methods: fall restricting system, safety net, and fall arrest system

4.11.1 In the event of a fall, the above systems must keep a worker from hitting the ground, the next level below, or any other objects below

4.11.2 A Fall Restricting System is designed to limit a workers free fall distance to 0.6 metres (2 feet).

4.11.3 A Safety Net System must be designed by a professional engineer. The system is installed below a work surface where a fall hazard exists

3.12 Lifelines: There are three (3) basic types of lifelines: vertical, horizontal, and retractable

3.12.1 All lifelines must be inspected daily to ensure that they are free of cuts, burns, frayed strands, abrasions and other defects or signs of damage and free of discoloration and brittleness indicating heat or chemical exposure

3.12.2 Vertical Lifelines: Must comply with the current edition of the applicable CSA standard and the following minimum requirements:

3.12.2.1 Only one person at a time may use a vertical lifeline

3.12.2.2 A vertical lifeline must have a positive stop to prevent the rope grab from running off the end of the lifeline

3.12.2.3 Vertical lifelines are typically 16 millimetres (5/8 inch) synthetic rope (polypropylene blends).

3.12.3 Horizontal Lifelines: Horizontal lifelines must be designed by a professional engineer specifically engineered for the site or a standard design. In addition a horizontal lifeline must:

3.12.3.1 Clearly indicate how the system is to be arranged, including how and where it is to be anchored

3.12.3.2 List and specify all required components

3.12.3.3 Clearly state the number of workers that can safely be attached to the lifeline at one time

3.12.3.4 Spell out instructions for installation, inspection and maintenance

3.12.3.5 Specify all of the design loads used to design the system

3.12.3.6 The system must be installed, inspected and maintained in accordance with the professional engineers design

3.12.3.7 Before each use, the system must be inspected by a professional engineer or competent worker designated by a Supervisor. A complete and current copy of the design must be kept on site as long as the system is in use

3.12.4 Retractable Lifelines: Consist of a lifeline spooled on a retracting device attached to adequate anchorage. Retractable lifelines must comply with CSA standards. In general, retractable lifelines:

3.12.4.1 Are usually designed to be anchored above the worker

3.12.4.2 Employ a locking mechanism that lets the line unwind off the drum under the slight tension caused by a user's normal movements

3.12.4.3 Automatically retract when tension is removed, thereby preventing slack in the line

3.12.4.4 Lock up when a quick movement, such as that caused by a fall, is applied

3.12.4.5 Are designed to minimize fall distance and the forces exerted on a workers body by fall arrest

4.0 Supporting Documentation: N/A

HAZARD REPORTING PROCEDURE

1.0 Purpose: To identify the steps required for reporting hazardous conditions that are present or may arise in the workplace.

2.0 Definitions:

2.1 Hazard: A workplace element that could cause an injury or illness, or aggravate a pre-existing injury or illness

2.2 Hazardous Condition: The presence of energy or a substance, which is likely to cause death or injury by reason of physical force, shock, radiation, explosion, flames, poison, corrosion, oxidation, irritation, or other debilitation. Biological and chemical hazards can have debilitating effects through disease or interference with physiological functions

3.0 Procedure:

3.1 Employee Actions:

3.1.1 All employees and sub-contractors must report hazards to their supervisor or employer immediately

3.1.2 Employees must report hazards verbally, and then follow up preferably with a written report to ensure the issue is rectified

3.1.3 If written reports are completed, reports must be given to the supervisor or employer

3.1.4 For serious hazards requiring immediate attention, stop all work in the area and report to the supervisor

3.1.5 If employees are able to resolve hazards without the supervisor's intervention, it is important for employees to inform their supervisor about the hazard and the actions taken (especially if the hazard exists in an area where the supervisor has direct responsibility)

3.1.6 Follow up with supervisor or employer

3.2 Supervisor Actions:

3.2.1 Supervisors or the employer shall respond to employees' concerns as soon as possible in the circumstances. If the supervisor cannot respond, then an alternate must be appointed by the supervisors. This could be a member of the safety committee or the Health and Safety Representative. The response could be any of the following:

3.2.1.1 The resolution of the safety issue

3.2.1.2 A timetable for the correction of the issue

3.2.1.3 The supervisor could resolve the issue by themselves, or direct the employee on how to correct the issue themselves

3.2.1.4 Inform the employee that steps have already been taken towards the resolution of the issue (e.g. Maintenance has been called)

3.2.1.5 Scheduling a time to discuss the concern with employees in more detail (tool box or safety briefing)

3.2.2 The timeframe established by the employer or supervisor for the resolution of the safety issue will depend upon the significance of the hazard. Very significant hazards will require immediate action, whereas others may allow for more time.

3.3 Joint Health and Safety Committee Actions (where required):

3.3.1 If employees are not satisfied with the way the supervisor has corrected or resolved a safety issue, they should discuss it with their safety representative or through the JHSC

3.3.2 At this time, employees shall document their concerns on a report form

3.3.3 The JHSC or safety representative will investigate and make recommendations to the supervisor to address the safety issue. Copies of these recommendations shall be sent to the head office, the Health and Safety department and the JHSC

3.3.4 The employer, supervisors, safety representatives and the JHSC are responsible for ensuring that employees are informed of the progress or resolution of all safety issues or concerns

3.3.5 This procedure does not preclude workers from exercising their right to refuse unsafe work (section 43), as defined by the *OHSA*. Also, reprisals to workers exercising their rights under *OHSA* are prohibited

4.0 Supporting Documents: N/A

FIRE PREVENTION PROTECTION

1.0 Purpose: Fire safety is an important responsibility for everyone. The consequences of poor fire safety practices and a lack of emergency planning are especially serious where processes or quantities of stored materials could pose a serious threat to the community and environment in the event of an emergency. The purpose of this procedure is to ensure proper storage requirements for flammable liquids and fire prevention processes.

2.0 Definitions:

2.1 **Exit:** A part of a means of egress, including doorways, that leads from the floor area serves to a separate building, an open public way or an exterior open space protected from fire exposure from the building and having access to an open space

2.2 **Flammable Liquid:** A liquid having a flash point below 37.8º C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8º C

3.0 Procedure:

3.1 Fire extinguishing equipment such as a fire extinguisher or stand pipe must be readily accessible and adequately marked locations throughout the project

3.2 All fire extinguishers on a construction site must have a minimum Underwriters Laboratories of Canada (ULC) rating of at least 4A40BC

3.3 Fire extinguishers must be on each storey of an enclosed building being constructed or altered. This is not applicable on a building:

3.3.1 that is to be used as a detached or semi-detached single-family dwelling;
3.3.2 that has two storeys or less and is to be used as a multiple family dwelling; or
3.3.3 that has one storey with no basement or cellar.

3.4 On a building under construction of at least two or more storeys a temporary or permanent standpipe must be installed within two storeys of the uppermost work level. This is only required if the building/structure requires a standpipe as per Ontario Building Code.

3.5 Any hot work operations such as welding or open-flame operations must have a fire extinguisher present. Use appropriate fire protection of flammable surfaces when performing hot work. The trade responsible for hot work must ensure that the area is not in anyway still exposed to any fire hazard , and also to address any sparks or other sources that could cause a fire

3.5.1 Once hot work operations are completed the area where welding, soldering, etc must be inspected no later than 30 minutes. This is to ensure that there is no smoldering of any combustible material such as wooden structures.

3.6 Fire extinguishers must be present when there are construction heaters or torches in use

3.7 Flammable liquids shall be stored in sealed containers and located in a well-ventilated area

3.8 When not required for immediate use, flammable liquids shall be stored in facilities having no potential source of ignition

3.9 Propane cylinders must be stored outside in an approved compound in compliance with applicable legislation (TSSA, CSA). A fire extinguisher must be present

3.10 Ensure all entrances and exits are clear of obstructions such as vehicles, equipment, and general clutter. Never set up a construction heater near an exit, stairway, or evacuation route

3.11 Ensure fire extinguishers are inspected monthly

3.12 Ensure workers have received the appropriate training before using fire extinguishing equipment

4.0 Supporting Document(s): N/A

GENERAL HOUSEKEEPING

1.0 Purpose: A well organized and maintained project is a safe project for all. Good housekeeping on a project is the responsibility of every employee. Workplaces shall be free of debris and have a clear means of access and egress. Everyone benefits from proper housekeeping and anyone can be hurt by the housekeeping failures of someone else.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Keep the work area free of tools and materials that are not in use. This reduces clutter and hazards from slipping and tripping.

3.2 Material and equipment must be stored and moved in a manner that does not endanger the worker. If the material or equipment is to be piled or stacked, then it must be done in a way that prevents the material from tipping, collapsing, or rolling.

3.3 Clean up spills and leaks immediately.

3.4 Sweep up pieces and scraps after activities that produce such debris.

3.5 Ensure mats and rugs lie flat, and remove obstacles from pathways, aisles, access and egress.

3.6 If you have leftover chemicals or solvents, put them only in permanently labeled containers, to avoid misapplication.

3.7 Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, at least once daily.

4.0 Supporting Document(s): N/A

EMERGENCY PROCEDURE

1.0 Purpose: We have a strong tradition and commitment to the provision of a safe and secure workplace in support of our staff, employees and visitors. Not only does this reflect out legal obligation but it also arises from our moral obligation.

2.0 Definitions: N/A

3.0 Procedure:

3.1 ON SITE: For the emergency procedure on job sites employees will be verbally advised at the start of each job detailing the evacuation procedure for the job site. Please be sure to note the locations of fire extinguishers and emergency exits and verify the gathering location.

3.2 OFFICE: All office employees should familiarize themselves with the manual fire alarm pull stations and the buildings exits. All fire extinguishers/fire hoses shall be clearly marked throughout the building.

3.2.1 To report an emergency (fire, first aid, ambulance, spill, etc.) requiring any type of help you are required to call management immediately afterwards.

3.2.2 If you see a fire and cannot put it out with a portable fire extinguisher, call the supervisor and report the condition. As you exit the building activate the "pull station". This will activate the building evacuation alarm. When it doubt notify your supervisor or 911.

3.2.3 The supervisor shall take a head count to confirm that everyone in the department has safely evacuated the building.

3.2.4 Do not return to the building until the all clear has been given by the fire chief.

3.3 When calling for help you will need to provide the following information:

- Your name
- What is the emergency
- What assistance is required
- Your exact location
- Nearest exit door

4.0 Supporting Document(s): N/A

LADDER
SAFE WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to provide guidelines for the selection; use and maintenance of ladders. Supervisors will identify work environment health and safety hazards, implement controls for those hazards, and develop safe operating procedures where required.

***Ladders should be used as a last resort, work platforms must be used unless it poses a hazard to a worker.**

2.0 Definitions: N/A

3.0 Procedure: Selection Criteria

3.1 Portable Ladders

3.1.1 All portable ladders must have non-slip feet or be set-up so that the feet will not slip

3.1.2 Portable ladders are available in three grades, however ONLY Heavy Duty Grade 1 ladders are permitted on construction sites

3.1.3 Ensure the proper ladder grade selection for the task.

3.2 Step, Trestle and Platform Ladders

3.2.1 Apart from the standards of sound construction and reliable service that should apply to all ladders used on site, the primary consideration with these ladders is that they have strong spreader arms which lock securely in the open position.

3.2.2 Step ladders must have its legs fully spread open and its spreaders locked

3.2.2.1 Never stand on the top cap, step or pail shelf of a step ladder

3.2.2.2 Never stand on the top cap, or step of a combination ladder when it is used as a step ladder

3.2.2.3 Never stand on the top step of the extension section of an extension trestle ladder

3.2.2.4 Never stand on the top step of a trestle ladder

3.3 Fixed Ladders

3.3.1 Steel ladders permanently fixed to structures such as stacks and silos are designed for service after construction is complete but are often used by work crews during construction.

3.3.2 If the ladders are vertical and there is a risk of falling more than three(3) metres (10 feet), a body harness and lifeline, or body harness and channel lock device, shall be used by workers climbing up and down or working from the ladders.

3.4 Proper Use of Ladders

3.4.1 Check the ladder for defects at the start of the shift, after it has been used in another location by other workers, or after it has been left in one location for a lengthy period of time.

3.4.2 Areas surrounding the base and top of the ladder should be clear of trash, materials, and other obstructions.

3.4.3 The base of the ladder should be secured against accidental movement. Use a ladder equipped with non-slip feet appropriate for the situation.

3.4.4 The ladder must be set up on a firm level surface, if its base is to rest on soft, un-compacted or rough soil, a mud sill should be used.

3.4.5 The top of the ladder should be tied off or otherwise secured to prevent any movement.

3.4.6 If a ladder is used for access from one work level to another, the side rails should extend a minimum of 900 millimeters (3 feet) above the landing.

3.4.7 All straight or extension ladders should be erected at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.

3.4.8 Check all overhead areas for such things as power lines, etc.

3.4.9 Ladders should not be placed against flexible or moveable surfaces.

3.4.10 Maintain 3-point contact when climbing up or down a ladder. That means two hands and one foot or two feet and one hand on the ladder at all times. This is especially important when you get on or off a ladder at heights.

3.4.11 Whenever possible, avoid climbing up or down a ladder while carrying anything in your hands. Tools, equipment and materials should be placed in a container and raised and lowered by a rope, if necessary.

3.4.12 Never straddle the space between a ladder and another object.

3.4.13 Never erect ladders on boxes, carts, tables or other unstable surfaces.

3.4.14 Never rest a ladder on its rungs, ladders must rest on their side rails only.

3.4.15 When erecting long, awkward, or heavy ladder, two or more persons should share the task to avoid injury from over-exertion.

3.5 Maintenance and Inspection

3.5.1 Any ladder found to be defective shall be taken out of service and either tagged for repair or scrapped.

3.5.2 Once tagged, the ladder must not be used until it is repaired. The tag shall read “DO NOT USE”.

4.0 Supporting Documentation: N/A

SAFE HANDLING OF COMPRESSED GAS CYLINDERS

1.0 Purpose: To outline the safe handling of compressed gas cylinders and the safe storage distance of oxygen from incompatible gases and liquids.

2.0 Definitions:

2.1 Compresses Gas: A gas or mixture of gases (in a sealed container) having an absolute pressure exceeding 40 psi at 21.1°C (70°F)

2.2 Flammable Substances: Flammable substances are those gases, liquids and solids that will ignite and continue to burn in air if exposed to a source of ignition

2.3 Oxidizing Substances: Oxidizing materials are liquids or solids that readily give off oxygen or other oxidizing substances (such as bromine, chlorine, or fluorine). They also include materials that react chemically to oxidize combustible (burnable) materials; this means that oxygen combines chemically with the other material in a way that increases the chance of a fire or explosion. This reaction may be spontaneous at either room temperature or may occur under slight heating. Oxidizing liquids and solids can be severe fire and explosion hazards.

2.4 Oxygen: A colorless, odourless, tasteless gas. It is denser than air and only slightly soluble in water. A poor conductor of heat and electricity, oxygen supports combustion but does not burn. When cooled below its boiling point oxygen becomes a pale blue liquid; when cooled still further the liquid solidifies, retaining its color. Oxygen is extremely active chemically, forming compounds with almost all of the elements except the inert gases. Oxygen unites directly with a number of elements to form oxides. It is a constituent of many acids. The common reaction in which it unites with another substance is called oxidation (see oxidation and reduction). The burning of substances in air is rapid oxidation or combustion

2.5 Gas Cylinders: A gas cylinder or tank is a pressure vessel used to store gases at high pressure. Gases stored this way are called bottled gases

3.0 Procedure:

3.1 MSDS Sheets: Msds sheets must be readily available Please follow Material Safety Data sheets for specific gas use i.e. storage, use, etc.

3.2 Gas Safety: All compressed gasses must be stored up-right, chained, and when not in use, with the safety cap on. Gases in use such as those used on welding carts or in laboratories must be chained or secured to prevent accidental falling and the gas service valves closed when not in use

3.3 **Labels:** All compressed gas bottles must be clearly labeled as required under Occupational Health & Safety Act and Ontario Regulation 644/88 WHMIS

3.4 **Storage:** Ensure that the storage area is well ventilated and has clearly visible WHMIS or TDG signs. With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure. Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, and high temperatures. Cylinders can never be stored in a horizontal position

3.5 **Oxygen:** Never store oxygen with flammable gases or near flammable liquids such as gasoline or diesel. Never grease oxygen regulators or oil oxygen lines. This will result in a fire or explosion. Separation must be a minimum of 8 metres from class 2.1 gases or class 3 liquids. It is safe to store oxygen with class 2.2 gases which are inert and non-reactive

3.6 **Acetylene:** Acetylene is chemically unstable which makes it very sensitive to conditions such as excess pressure, excess temperature, static electricity, or mechanical shock. Exposure to any of these conditions can cause it to undergo a violent, explosive decomposition reaction. If this reaction or ignition occurs within the torch base or supply hose it can propagate back into the storage cylinder causing it to explode violently

3.7 **Acetylene and Static Discharge:** Acetylene is very easy to ignite. The energy from a static spark capable of igniting acetylene is lower than for any other fuel gas except hydrogen. The static charge developed by walking across a carpet floor on a dry day can be 1700 times greater than that needed to ignite acetylene gas. When unburned acetylene gas is discharged from a torch, static electricity can be generated at the torch tip. If the tip comes in contact with a ground path, a static spark capable of igniting the gas can occur. Acetylene burns at a very fast rate. The very fast burn rate can accelerate the rate at which pressure is generated in an explosion beyond what would occur for other fuels. This makes acetylene explosions more violent than those of other fuels

3.8 **Acetylene and Reactive Metal Compounds:** Acetylene forms explosive compounds with copper, brass, copper salts, mercury/mercury salts, silver/silver salts and nitric acid. Under no circumstances should acetylene gas come in contact with unalloyed copper, except in a torch. Any contact of acetylene with high-alloyed copper piping will generate copper acetylide, which is very reactive and may result in a violent explosion. Also, an explosion hazard will result if the gas comes into contact with silver bearing materials such as those used in silver-brazed pipeline joints.

3.9 **Marking of Partial Cylinders:** When cylinders are emptied, the cylinder is to be marked, in grease pencil, with the words “MT” on the shoulder of the cylinder. For partial pressure bottles, the tank pressure is to be marked, in grease pencil, with the words “psi” on the shoulder of the cylinder (Figure 1)

SAFE HANDLING OF COMPRESSED GAS CYLINDERS

MT 550 psi

3.10 Cylinder Transport: Make sure all cylinders are securely fastened and up-right in a locked cage or other secure container. The container must have TDG signs as required by Transportation of Dangerous Goods, Clear Language. Oxygen cylinders must be shipped separate from all flammable gases or liquids. All the cylinders need to be marked in grease pencil with the tank pressure prior to being returned

3.11 Moving Cylinders: Where cylinders are to be moved, the safety method shall be by strapping the cylinder to a cylinder cart. If cylinders are moved with a fork lift, the cylinder must be up-right and securely fastened to the mast with chains or strapping

4.0 Supporting Document(s): N/A

FORKLIFT OPERATIONS

1.0 Purpose: The purpose of this procedure is to ensure that competent forklift operators are aware of the hazards and controls associated with the operation of a fork lift as well as the selection, use and safe operating procedure(s). This procedure applies to all classes of lift trucks at all job sites and facilities.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Selection Criteria:

- **3.1.1** Lifting capacity
- **3.1.2** Reach capabilities
- **3.1.3** Types of load(s)
- **3.1.4** Type of terrain the load will be carried over
- **3.1.5** Design of the workplace

3.2 General Operating Procedures

- **3.2.1** All forklift trucks shall be used in accordance with manufacturer's instructions
- **3.2.2** Perform the pre-shift inspection, fill out the inspection sheet, and store at designated location. Ensure that there are no leaks, no visible damage to the truck, tires are ok, and the propane tank is seated and attached correctly
- **3.2.3** Ensure proper propane handling techniques are used and all relevant personal protective equipment is worn
- **3.2.4** Ensure there is no pedestrian traffic in the vicinity of the truck when being started. This ensures no others are injured due to unexpected issues
- **3.2.5** Start the truck and ensure it is running properly. Do not use the truck if it is not operating correctly and inform your supervisor
- **3.2.6** Once running let off the emergency brake, lift the forks off the floor, check to see if the way is clear. Ensure that the forks are 4-6" off the floor and tilt the tips toward the floor. Utilize the horn to warn pedestrians and other workers when approaching
- **3.2.7** Never leave the controls of the forklift unattended while the forks are raised
- **3.2.8** Ensure your seatbelt is on at all times while operating the equipment.
- **3.2.9** Always be aware of both the lifting capacity and the load on the truck. Never lift more than the stated on the capacity plate
- **3.2.10** Never leave the keys in the ignitions when not in use
- **3.2.11** Obey the speed limit as determined through the training and never raise a load over the head of worker(s)
- **3.2.12** When driving with a load on your forks, always drive in a manner where you can see your path of travel. Always ensure that the path is clear before moving the lift truck

3.2.13 While operating the truck, honk the horn whenever a change of direction occurs or entering a new area that is not completely visible. Honking the horn informs other workers that you are moving and entering their area

3.2.14 Once finished, bring the truck to a complete stop, engage the emergency brake, ensure the forks are on the floor flat, and shut off engine

4.0 Supporting Documentation: N/A

TRAFFIC CONTROL

1.0 Purpose: This policy is intended to protect workers and the motoring public by regulating traffic flow while allowing the work to proceed safely and efficiently. Workers must ensure that public traffic has priority over construction equipment and facilitate the safe movement of vehicles and equipment within the work zone. A site specific traffic control plan must be developed when required to do so.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Senior Management Responsibilities

3.1.1 Traffic control work is performed in compliance with the provisions of: The Regulations for Construction Projects (sections 67-69, 104-106 and 186-187), the Ontario Traffic Manual for Temporary Conditions (Book 7 and Field Edition), and the Handbook for Construction Traffic Control Persons

3.1.2 Ensure work can be carried out in accordance with legislative requirements, and corporate policy.

3.1.3 Appropriate machinery, equipment and protective devices needed to carry out work in accordance with legislative requirements and written safe working procedures are provided and maintained

3.1.4 General and specific training is provided to all workers involved in work that requires traffic control procedures to be used

3.1.5 A regular review of traffic control procedures is performed

3.2 Supervisors Responsibilities

3.2.1 Be familiar with the *OHSA*, applicable regulations and standards, and the Handbook for Construction Traffic Control Persons

3.2.2 Identify hazards related to the specific road work conditions, and implement effective traffic control measures for the protection of workers

3.2.3 Evaluate and document work operations to determine where traffic control procedures, devices and training is required, in consultation with joint health and safety committees and safety staff as necessary

3.2.4 Ensure that all workers use or wear required personal protective equipment and/or devices when performing traffic control duties.

3.2.5 Provide appropriate machinery, equipment, and devices needed to carry out work and ensure good working condition

3.2.6 Ensure that operators of vehicles, machines and/or equipment are trained and, where necessary, hold a valid license or permit

3.2.7 Ensure an approved Traffic Control Protection Plan is completed for all necessary work; that a copy of the plan remains on the project and that all workers are familiar with the requirements of the plan

3.3 Employee Responsibilities

- **3.3.1** Work in accordance with legislation, company policy, and specific traffic control plans
- **3.3.2** Use or wear all equipment required to safely perform workplace specific activities
- **3.3.3** Report any violations, hazards or deficiencies in equipment to immediate supervisor without delay
- **3.3.4** Assist supervisory staff in developing a traffic control plan for the specific work assignment
- **3.3.5** Follow established procedures in the event of an injury, accident or emergency

3.4 Signaler Responsibilities

- **3.4.1** Work in accordance with legislation, company policy, and specific traffic control plans
- **3.4.2** Wear protective clothing and equipment as per legislation, company policy requirements (safety headwear and footwear, fluorescent garment)
- **3.4.3** Should stand where he/she can be seen and where he/she can see the vehicle operator
- **3.4.4** Remain in full view of the equipment operator
- **3.4.5** Know the equipment's blind spots
- **3.4.6** Make eye contact with the operator before signaling or moving to a new location
- **3.4.7** Know and use the standard hand signals for traffic control
- **3.4.8** Alert workers to keep clear of equipment's blind spots
- **3.4.9** Use an alternate signaling device such as a whistle or air-horn in congested or noisy areas
- **3.4.10** Stay out of the intended path of equipment
- **3.4.11** Ensure that the Stop/Slow sign is clean and undamaged
- **3.4.12** Arrange with supervisor for meal, coffee and toilet breaks. TCPs must not leave their post without supervisor's knowledge
- **3.4.13** Do not perform any other work while controlling traffic.
- **3.4.14** Ensure public and worker safety comes first.
- **3.4.15** Never direct the public at all or in an unsafe zone.

3.5 TCP Responsibilities

- **3.5.1** Traffic Control person shall be a competent worker
- **3.5.2** Work in accordance with legislation, company policy, and specific traffic control plans
- **3.5.3** Stand where he/she will be visible for at least 150 metres (500ft). Always face traffic.
- **3.5.4** Shall not perform any other work while directing vehicular traffic

3.5.5 Always have an escape route in case an oncoming vehicle cannot or will not stop

3.5.6 Maintain proper communication with other traffic control persons. If radios are used for communication check batteries at the beginning of the shift. Carry spare batteries if necessary

3.5.7 Never direct vehicular traffic for more than one lane in the same direction.

3.5.8 Always be alert to emergency services. Ambulance, police, and fire vehicles have priority over all other traffic.

3.5.9 Report unsafe or difficult situations to the supervisor immediately. Never restrain a motorist forcibly or take out your anger on any vehicle.

3.6 Operator Responsibilities

3.6.1 Maintain eye contact with the signaler

3.6.2 Obey the signaler's directions

3.6.3 In areas with other equipment operating, where possible, remain in the vehicle

3.6.4 Know your vehicles blind spots

3.6.5 Ensure all mirrors are in good condition and adjusted properly

3.6.6 Sound horn twice before backing up

3.6.7 STOP the vehicle immediately if the signaler or anyone else disappears from view

3.6.8 DO NOT back up without the help of a signaler if the view is obstructed

3.6.9 DO NOT respond to unclear or multiple signals. Stop the vehicle until it is determined which signal to obey

3.6.10 Workers and public safety comes first before the work task. Ensure they are clear and safe then you can proceed.

4.0 Supporting Documentation: N/A

TRENCHING AND EXCAVATION

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from exposure to hazards that may be encountered during work in trenches and excavations. No employee shall enter or be permitted to enter an excavation that does not comply with this procedure.

2.0 Definitions:

2.1 **Carbon monoxide (CO):** An odourless, toxic gas that is produced by the incomplete combustion of materials containing carbon, such as fossil fuels.

2.2 **Competent worker**: In relation to specific work, means a worker who:

2.2.1 Is qualified because of knowledge, training and experience to perform the work,

2.2.2 Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work, and

2.2.3 Has knowledge of all potential or actual danger to health or safety in the work.

2.3 **Excavation:** The hole that is left in the ground, as a result of removing material.

2.4 **Excavation depth:** The vertical dimension from the highest point of the excavation wall to a point level with the lowest point of the excavation.

2.5 **Excavation depth:** The vertical dimension from the highest point of the excavation wall to a point level with the lowest point of the excavation.

2.6 **Excavation width:** The least horizontal dimension between the two opposite walls of the excavation.

2.7 **Trench:** An excavation where the excavation depth exceeds the excavation width.

2.8 **Engineered support system:** An excavation or trench shoring system, designed for a specific project or location, assembled in place and which cannot be moved as a unit.

2.9 **Hydraulic support system:** A system capable of being moved as a unit, designed to resist the earth pressure from the walls of an excavation by applying a hydraulic counter pressure through the struts.

2.10 **Prefabricated support system:** A trench box, trench shield or similar structure, composed of members connected to each other and capable of being moved as a unit, and designed to resist the pressure from the walls of an excavation but does not include a hydraulic support system.

2.11 **Short-Term Exposure Value:** The short-term exposure value is the maximum airborne concentration of a biological or chemical agent to which a worker is exposed in any fifteen-minute period determined from a single sample or a time-weighted average of sequential samples taken during such period.

2.12 **Time-Weighted Average Exposure:** Represents the time-weighted average concentration for a normal 8 hour work day or 40 hour work week, to which a worker is exposed.

2.13 **Type 1 Soil:** This soil is hard, very dense and only able to be penetrated with difficulty by a small sharp object. It has a low natural moisture content and a high degree of internal strength. It has no signs of water seepage and can be excavated only by mechanical equipment.

2.14 **Type 2 Soil:** This soil is very stiff, dense and can be penetrated with moderate difficulty by a small sharp object. It has a low to medium natural moisture content and a medium degree of internal strength and has a damp appearance after it is excavated.

2.15 **Type 3 Soil:** This soil can be previously-excavated soil or is stiff to firm, and compact to loose in consistency and has one or more of the following characteristics:

- **2.15.1** Exhibits signs of surface cracking
- **2.15.2** Exhibits signs of water seepage
- **2.15.3** If it is dry, may run easily into a well-defined conical pile
- **2.15.4** Has a low degree of internal strength

2.16 **Type 4 Soil:** This soil is soft to very soft and very loose in consistency, very sensitive and upon disturbance is significantly reduced in natural strength. It runs easily or flows, unless it is completely supported before excavating procedures. It has almost no internal strength, is wet or muddy and exerts substantial fluid pressure on its supporting system.

3.0 Procedures:

3.1 General Conditions: Copies of **"Guidelines for Excavation in the Vicinity of Utility Lines"** prepared by The Electrical Safety Authority and Technical Standards & Safety Authority shall be kept onsite for review.

3.2 All work shall be carried out in accordance with:

- **3.2.1** The Occupational Health and Safety Act (OH&S) and all applicable regulations.
- **3.2.2** As appropriate:
  - **3.2.2.1** The Technical Standards and Safety Act, 2000 and Ontario Regulation 210/01 Oil and Gas Pipeline System and other regulations which apply under this Act.
  - **3.2.2.2** The Electricity Act, 1998 and the Ontario Regulation 22/04 Electrical Distribution Safety Regulation and other regulations which apply under this Act.
- **3.2.3** The guidelines, procedures and requirements described herein are prepared in the interest of safety to the general public, the workers carrying out the excavation, and the prevention of damage to utility lines and property.
- **3.2.4** Professional engineer must determine the soil type (must be received in writing).

3.3 Precautions concerning services:

3.3.1 Services such as gas, electrical, telephone, and water lines must be located by the utility before excavation begins. The employer excavating the work must contact the owners of any underground utilities that may be in that location or phone Ontario One Call. Request locates for all the underground utilities in the area where excavation will be taking place. Copies of those locates shall be kept with the operator.

3.3.2 If a service may pose a hazard, the service shall be shut off and disconnected by the utility. If that service cannot be shut off or disconnected, the owner of the service shall be requested to supervise the uncovering of the service during the excavation.

3.3.3 Pipes, conduits and cables for gas, electrical and other services in an excavation shall be supported to prevent their failure or breakage.

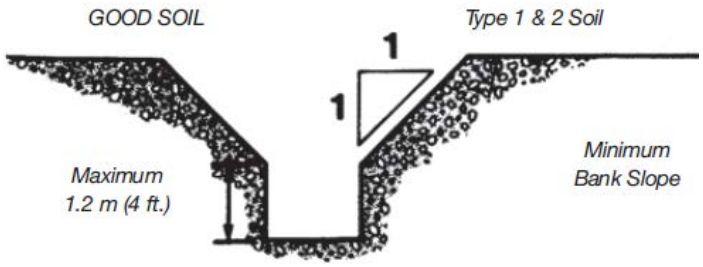
3.4 Soil Type:

3.4.1 The type of soil in which an excavation is made shall be determined by visual and physical examination of the soil by a competent worker (Type 1, Type 2, Type 3, or Type 4)

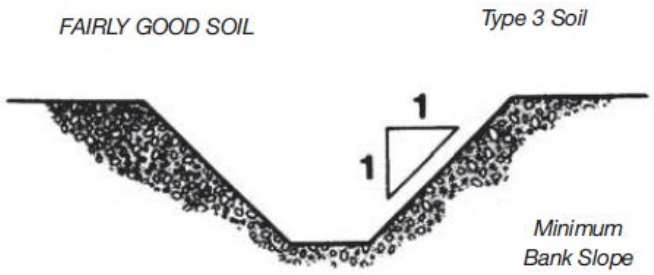
3.4.2 If an excavation contains more than one type of soil, the soil shall be classified as the type with the highest number as described among the types present. (Type1, Type 2, Type 3, or Type 4)

3.5 Sloping:

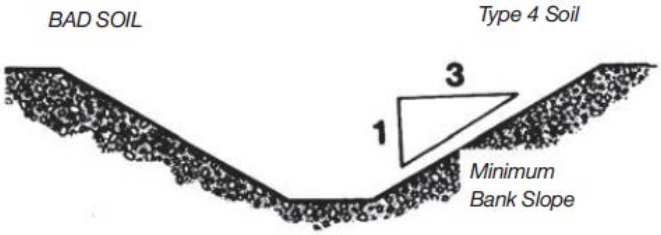
3.5.1 Type 1 and 2 soils: Cut trench walls back at an angle of 1-to-1 or 45 degrees. That's one metre back for each metre up. Walls should be sloped starting at 1.2 metres or 4 feet up the wall.



3.5.2 Type 3 soil: Cut walls back at an angle of 1-to-1, but from the bottom of the trench.



3.5.3 Type 4 soil: Slope the walls at 1-to-3. That's 3 metres back for every 1 metre up from the trench bottom.



3.6 Support Systems: The walls of an excavation shall be supported by a support system that complies with sections 235, 236, 237, 238, 239 and 241 of O. Reg. 213/91. **You risk injury or death if you enter a trench deeper than 1.2 metres (approximately 4 feet) that has not been sloped, shored, or protected by a trench box.**

3.6.1 **Shoring** is a system which supports walls to prevent soil movement. It also helps to support underground utilities, roadways, and foundations. The two types of shoring used most commonly are timber and hydraulic. Both consist of posts, wales, struts, and sheathing. One major advantage of hydraulic shoring is that you don't have to enter the trench to install the system. Installation can be done from the top of the trench. Whenever possible, shoring should be installed as excavation proceeds. If there's any delay between digging and shoring, no one should enter the unprotected trench. Every prefabricated, hydraulic or engineered support system shall be designed by a professional engineer and shall be constructed, installed, used and maintained in accordance with its design drawings and specifications.

3.6.2 **Trench boxes:** Trench boxes aren't meant to shore up or support trench walls. They're only meant to protect workers in case of a cave-in. The space between the box and the trench wall should be backfilled. Otherwise a cave-in or collapse may cause the trench box to tilt or turn over. It's also easier to enter the box if soil comes right up next to it. Trench boxes are commonly used in open areas away from utilities, roadways, and foundations. As long as you're in the trench, stay inside the box.

3.6.2.1 Vibration can affect the stability of trench walls**.** Vibration will come from sources such as vehicle/pedestrian traffic, equipment and other nearby operations. All parties involved must be aware of the dangers associated with vibration and take all appropriate precautions to ensure vibration does not affect the walls of the trenches.

3.6.2.2 All equipment, machinery, workers, materials and excavated soil must be placed back as far as possible from the opening of the trench so it does not pose a hazard to the workers and the stability of the walls. (minimum of 1 metre from the edge of the walls).

3.7 Ladders: Whether the trench is sloped, shored, or protected by a trench box, you need a way to climb in and out safely. Trenches must have ladders in the areas protected by shoring or trench boxes. The ladder must be securely tied off at the top, extend above the shoring or box by at least 900 mm (approximately 3 feet), and be inspected regularly for damage. A ladder should be placed as close as possible to where you're working – and never more than 7.5 metres (approximately 25 feet) away

3.8 Barriers: If a person could fall into an excavation that is more than 2.4 metres deep, a barrier at least 1.1 metres high shall be provided at the top of every wall of the excavation that is not sloped as described in clauses 234 (2) (e), (f) and (g). O. Reg. 213/91, s. 233 (4).

3.9 Carbon Monoxide: Any excavation where an internal combustion engine is being operated in, must be tested for carbon monoxide to ensure concentrations do not exceed applicable limits. The testing will be completed by a competent worker. The following are limits:

3.9.1 Time-Weighted Average Exposure limit(TWA) – 25ppm

3.9.2 Short Term Exposure Value (STEV)- 100ppm

3.10 Overhead Wires: Special precautions must be taken when working in and around overhead powerlines to avoid contact and encroachment on the minimum allowable distance outlined in 213/91 Regulation S.186. No object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out in Column 1 of the Table to this subsection than the distance specified opposite to it in Column 2.

Column 1	**Column 2**
Nominal phase-to-phase voltage rating	Minimum distance
750 to 150, 000 volts	3 metres
150,000 to 250,000 volts	4.5 metres
More than 250,000 volts	6 metres

4.0 Supporting Document(s): N/A

SCAFFOLDING
SAFE WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to ensure that workers are made aware of the hazards when working with scaffolding regarding access and egress. This procedure does not reflect the assembly requirements of scaffolding.

2.0 Definitions:

2.1 Three Point Contact – Two hands and one foot or, two feet and one hand contact at all times.

3.0 Procedures:

3.1 This procedure discusses safety related concerns with using scaffolding equipment such as access and egress on scaffolds, improper loading or overloading, etc.

3.2 The following points are main problem areas with scaffold safety;

3.3 Access /Egress

3.3.1 Scaffolding must have adequate ladders and workers must use proper three point contact at all times when ascending or descending scaffold equipment.

3.4 Planks Sliding Off or Breaking

3.4.1 If scaffolding planks are un-cleated or otherwise un-secure they easily slide off.

3.4.2 Scaffold planks can also break if they are in poor condition or overloaded. It is important to ensure proper grades of lumber are used and to inspect the planks to ensure there are no weak areas, deterioration or cracks.

3.4.3 Planks must not overhang their support by more than 12" or less than 6". Insufficient overhang is a leading cause of planks slipping off.

3.5 Improper Loading or Overloading

3.5.1 Overloading causes excessive deflection in planks and can lead to deterioration and breaking. If material is left overhanging the scaffold platform it can cause an imbalance leading to the scaffolding overturning.

3.6 Platforms not Fully Decked

3.6.1 This is related to injuries not only during erection and dismantling but in general scaffold use.

3.6.2 All scaffold platforms must be at least 450mm (18inches) wide. All platforms above 2.4 metres (8 feet) must be fully decked.

3.7 Platforms without Guardrails

3.7.1 Guardrails are required during normal use for all scaffold platforms over 2.4 metres (8 feet) high.

3.7.2 Guardrails for all working platforms must consist of a top rail, a mid rail and a toe board.

3.8 Electrical Contact with Overhead Wires

3.8.1 Before attempting to move rolling scaffolds in outdoor open areas, check the route carefully to ensure that no overhead wires are in the immediate vicinity.

3.8.2 Partial dismantling may be necessary in some situations to ensure that the scaffold will make the required safe clearances from overhead power lines. The required safe distances are located below in Table 1.

3.8.3 Table 1: Minimum Distance from Power Lines

Voltage Rating of Power Line	Minimum Distance
750 to 150 000 volts	3 metres (10 feet)
150 001 to 250 000 volts	4.5 metres (15 feet)
over 250 000 volts	6 metres (20 feet)

3.8.4 Transporting already erected scaffolds by forklift is a dangerous practice, workers handling materials or equipment while working on the platform must also take care to avoid electrical contact.

3.9 Rolling Scaffolds with Workers on the Platform

3.9.1 It is prohibited to move a rolling scaffold with workers on the platform.

3.10 Exposure to Hazardous Materials

3.10.1 Workers carrying out activities such as sandblasting and refurbishing structures with lead based paint can lead to lead accumulation on the planks; therefore, these activities require appropriate personal protective equipment

3.11 Tagged Scaffolding

3.11.1 There are three levels for tagging scaffolding equipment which are:

3.11.1.1 Green Level – Equipment is safe for use with no restrictions or alterations are not required.

3.11.1.2 Yellow level – Equipment is safe for use with alterations or exceptions.

3.11.1.3 Red Level – Equipment is not safe to use.

3.12 Inspections

3.12.1 ONLY COMPETENT PERSONNEL TO CARRY OUT SCAFFOLDING INSPECTIONS, ERECTING AND DISMANTLING.

3.12.2 Scaffold materials shall be inspected before use or at least weekly for;

3.12.2.1 Damage to structural components

3.12.2.2 Damage to hooks on manufactured platforms

3.12.2.3 Splits, knots and dry-rot in planks

3.12.2.4 De-lamination in laminated veneer lumber planks

3.12.2.5 Presence of all necessary components for the job.

3.12.2.6 Compatibility of components

4.0 Supporting Document(s):N/A

HAND AND POWER TOOLS

1.0 Purpose: This procedure applies to all facilities and work locations where hand or power tools are used and to all employees who use hand or power tools.

2.0 Definitions:

2.1 Qualified Person: a person with the specific training, knowledge and experience in the area for which the person has the responsibility and the authorization to control

3.0 Procedure:

3.1 Hand Tools

3.1.1 The employer shall provide and demonstrate, as needed, the appropriate personal protective equipment (PPE) to be used with hand and power tools

3.1.2 The employee shall inspect all tools prior to use. Any defective tool or equipment shall be replaced, corrected or repaired prior to use

3.1.2.1 Any cracked blades, wheels or pulleys of tools or equipment shall be removed from service. (Power saws, floor and hand grinders).

3.1.2.2 Any impact tool shall be kept free of mushroomed heads (Chisels, punches, hammers)

3.1.2.3 Wooden handles of tools shall be kept free of splinters and cracks and shall be securely attached to the tool.

3.1.3 Each employee is responsible for the safe operation and condition of the tools and equipment that he/she uses

3.1.4 During the work shift, employees shall periodically inspect the condition of the tools and equipment in use

3.1.5 After using tools and equipment, employees shall clean and return the tools and equipment to their designated areas

3.1.6 Eye protection shall be worn when using hand tools in operations where fragments are generated. Additional PPE may be required to protect from exposures to harmful noise, dust, fumes, mists, vapors, and gases

3.2 Power Tools

3.2.1 Electric power tools shall either be of the approved doubled-insulated type or grounded according to CSA Standards and local regulations

3.2.2 Powering of electric power tools shall conform to local regulations

3.2.3 All guards that are part of each power operated tool shall remain installed while in use unless the guard proves to provide a greater hazard in use. Guarding shall meet the requirements set forth by the CSA

3.2.4 Only qualified personnel shall be permitted to operate such tools

3.2.5 Plug and cord-connected power tools shall be inspected by users before and after usage. This inspection may include the following:

3.2.5.1 Missing, corroded, or damaged plug prongs

3.2.5.2 Frayed, worn, burned, or missing insulation
3.2.5.3 Exposed conductors
3.2.5.4 Loose or poor connections
3.2.5.5 Missing or improper sized fuses
3.2.5.6 Damaged or cracked cases
3.2.5.7 Burns or scorch marks

3.2.6 All power tools shall be in control of the operator

3.2.7 All power tools shall be equipped with a constant pressure switch or control and may have a lock on control provided that turnoffs can be accomplished with a single motion of the same finger or fingers that turn it on

3.2.8 All hand-held, gasoline-powered tools shall be equipped with a constant pressure throttle that will deactivate the power to the tool motion when the pressure is released

3.2.9 All gasoline-powered tools shall be used in well-ventilated areas.

3.2.10 Hydraulic power tools shall be used only with approved fire-resistant fluids

Employee Requirements

3.2.11 Employees shall wear the PPE specified by the equipment manufacturer and regulations when operating power tools.

3.2.12 Employees shall review the operator's manual prior to initial use of a tool and review periodically as needed

3.2.13 Employees shall not hoist or lower electric tools by their cords

4.0 Supporting Document(s): N/A

MANUAL
MATERIAL HANDLING

1.0 Purpose: This program has been developed to protect employees from the hazards of improper lifting techniques and overexertion during manual material handling. This program has the following objectives:

- Ensuring employees are not required to frequently and consistently manually lift materials greater than they are capable of lifting as part of their job functions
- Ensuring that employees do not lift greater than they are capable of lifting without human or mechanical assistance
- Assisting in identifying, assessing, and controlling risks associated with manual handling tasks
- Reducing the incidence of manual handling injuries
- Establishing an effective system for manual handling

2.0 Definitions: N/A

3.0 Procedures:

3.1 Lifting and Moving

3.1.1 Avoid lifting and carrying heavy objects whenever possible. Mechanical assistance such as hoists, carts and forklifts should be used when practical

3.1.2 Ensure you know the approximate weight of an item to be lifted. When it is necessary to lift objects, which are too heavy or too awkward for a single person, have a second person assist

3.1.3 Wear PPE when routine lifting or when items are moved on a cart. Safety footwear and headwear is required at all times while on the project. Eye protection and gloves should normally be used. Safety shoes will protect your feet if something is dropped or from accidental contact with cartwheels. Gloves will improve your grip. Hard hat and eye protection offer protection from unstable objects

Keep your back straight
Bend at your knees

Grip with your whole hand
and not just your fingers

Face the direction of travel
Grip under the object

3.2 Pushing and Pulling

3.2.1 Carts should be used for moving objects between rooms and where distances are involved

3.2.2 Carts used for hazardous materials or unstable items should have sides adequate to restrain the items being moved. Carts used to move hazardous liquids should have a tray which is capable of containing at least the contents of the two largest containers being moved in the event of a break or container leakage

3.3 Safe Practices

3.3.1 Always wear the appropriate PPE. If in doubt, ask your supervisor. Confine long hair to prevent entanglement in any rotating machinery parts. Do not wear loose clothing, jewellery or watches near rotating/moving machinery parts

3.3.2 Proper lifting and handling methods provide protection against injury and also make the job easier. Look for slivers, nails, sharp ends, etc., on materials or packages to be handled. If possible, remove them. Wear gloves when handling materials. When equipment is available and conditions make this practical, use mechanical devices for lifting and carrying. Cranes, hoists, elevators, conveyors, lift trucks and similar units are made for this purpose

3.4 Lifting And Carrying Key Points

3.4.1 Plan your move and communicate if necessary

3.4.2 Practice safe lifting techniques

3.4.3 Lower the load slowly and smoothly

3.4.4 Carry the load safely

3.5 Plan Your Move

3.5.1 Size up the load and remove any obstacles to make sure your path is clear

3.5.2 Do not attempt to lift the load alone if it is too heavy or awkward. Get help!

3.5.3 Use your thigh and leg muscles, not your back, as you lift in one smooth movement

3.5.4 Start and finish lift between knuckle and shoulder height

3.6 Safe Lifting Techniques

3.6.1 Place feet shoulder width apart with one foot further forward than the other, and the load between them

3.6.2 Get a firm, full palm grip on the load

3.6.3 Keep your arms and elbows close to your side

3.6.4 Bend your knees and hips, keeping the upper body erect

3.6.5 Lift smoothly

3.6.6 Lower the load slowly and smoothly

3.6.7 Use the lifting techniques in reverse

3.6.8 When lowering a load onto a deep shelf, put it on the edge of the shelf and push it into place

3.7 Carry Loads Safely

3.7.1 Push or pull, rather than carry a load

3.7.2 Keep a good grip on the load

3.7.3 Keep the load close to your body

3.7.4 Keep loads at a reasonable height so you can see where you are going

3.7.5 Pivot with your feet - don't twist your back when carrying loads

3.8 Two-Person Lift

3.8.1 Both persons should be about the same height

3.8.2 One person takes charge of the lift, so that you are working together and not against each other

3.8.3 Lift together, walk in step and lower the load together

3.9 Garbage Bins

3.9.1 Check casters to ensure free movement

3.9.2 Ensure no structural damage

3.9.3 Garbage bins not exceeding 1200 lbs

3.10 Ratchet Strapping

3.10.1 Ensure strapping is not cut/damaged in any way

3.10.2 Ensure rating of stopping is not exceeded

3.11 ½ inch Chain Fall

3.11.1 Hoist chains, including end connections, for excessive wear, twist, distorted links interfering with proper function, or stretched beyond manufacturer's recommendations. Visually inspect hoist on a **daily** basis

4.0 Supporting Documents: N/A

OFFICE ERGONOMICS

1.0 Purpose: It is policy to improve the comfort and well-being of employees by identifying and correcting ergonomic risk factors in the workplace.

2.0 Definitions:

2.1 Ergonomics: The scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data, and methods to design in order to optimize human well-being and overall system performance.

2.2 Musculoskeletal Disorders: Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. MSDs do not include disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents. Examples of MSDs include: Carpal tunnel syndrome, Rotator cuff syndrome, De Quervain's disease, Trigger finger, Tarsal tunnel syndrome, Sciatica, Epicondylitis, Tendinitis, Raynaud's phenomenon, Carpet layers knee, Herniated spinal disc, and Low back pain.

2.3 Repetitive Strain Injury: Damage to tendons, nerves, and other soft tissues caused by the repeated performance of a limited number of physical movements and characterized by numbness, pain, and a wasting and weakening of muscle.

2.4 Engineering Controls: Changes made to the workstations, tools, or machinery that alter the physical composition of area or process. Engineering controls are the preferred control method as their goal is to reduce the presence of hazards.

2.5 Administrative Controls: Changes made to regulate exposure without making physical changes to the area or process, for example taking frequent breaks and job rotations.

3.0 Procedures: The follow are recommendations for office posture/ergonomics.

3.1 Work Surface Height:

3.1.1 Adjust the height of the work surface or the height of the chair so that the work surface allows the elbows to be bent at 90 degrees, forearms parallel with the floor, wrist straight, shoulders relaxed.

3.2 Chair:

3.2.1 Adjust the seat tilt close to horizontal.

3.2.2 Knees should be bent at a comfortable angle and greater than 90 degrees flexion.

3.2.3 Adjust the backrest so that it supports the lower back when sitting upright.

3.3 Keyboard Placement:

3.3.1 Place the keyboard in a position that allows the forearms to be close to horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body then re-check the work surface height. Be careful not to have the wrist extended or bent in an up position.

3.4 Length of Time on the Keyboard:

3.4.1 The maintenance of a fixed posture for long periods is tiring and increases the likelihood of muscular aches and pains. In addition, long periods of repetitive movement and sustained visual attention can also give rise to fatigue-related complaints.

3.4.2 Avoid spending more than five hours a day on keyboard duties and no longer than 50 minutes per hour without a postural/stretching break.

3.4.3 Jobs should be designed and organized so that either computer related tasks can be interspersed with non computer related, or computer based tasks can be rotated amongst several staff.

3.5 Screen Placement:

3.5.1 Set the eye to screen distance at the distance that permits for optimal focus on the screen. Usually this will be within an arm's length.

3.5.2 Set the height of the monitor so that the top of the screen is below eye level and the bottom of the screen can be read without a marked inclination of the head. Usually this means that the centre of the screen will need to be near shoulder height, and eyes level with the tool bar.

3.6 Posture and Environment:

3.6.1 Change posture at frequent intervals to minimize fatigue. Avoid awkward postures at the extremes of the joint range, especially the wrists.

3.6.2 Take frequent short rest breaks rather than infrequent longer ones.

3.6.3 Avoid sharp increases in work rate. Changes should be gradual enough to ensure that the workload does not result in excessive fatigue.

4.0 Supporting Documents: N/A

CONFINED SPACE MANAGEMENT

1.0 Purpose: The purpose of this procedure is to ensure that the hazards of performing work within a confined space are communicated and training is provided to all employees in order to effectively control hazards. This procedure provides the necessary information to effectively implement the Confined Space Management Program and applies to all confined spaces located on company job sites or facilities. Authorized personnel will identify workplace health and safety hazards, implement controls for those hazards, and where required, develop safe operating procedures.

2.0 Definitions:

2.1 Confined Space: A confined space is defined as a place that is partially or fully enclosed; that is both not designed and constructed for continuous human occupancy, and where atmospheric hazards may occur because of its construction, location or contents or because of the work that is done in it

2.2 Atmospheric Hazards: A hazardous atmosphere is one which contains any of the following: an accumulation of flammable, combustible or explosive agents, less than 19.5% or more than 23% oxygen, or an accumulation of atmospheric contaminants that exceed any applicable limit set out in Regulation 833 of the Revised Regulations of Ontario, 1990 (Control of Exposure to Biological or Chemical Agents) that could result in acute (short term) health affects which pose an immediate threat to life, or interfere with a person's ability to escape unaided from a confined space

2.3 Competent Worker: A worker who is qualified because of knowledge, training and experience to perform the work, is familiar with *OHSA* and the provisions of the regulations that apply to the work, and has the knowledge of all potential or actual danger to health and safety in the work

2.4 Hot Work: Activities that can produce a source of ignition such as a spark or open flame (welding, cutting, and grinding)

2.5 Cold Work: Activities that cannot produce a source of ignition

2.6 Lower Explosive Limit (LEL): Lowest concentration (**percentage**) of a gas or **vapor** in air capable of producing a **flash** of **fire** in the presence of an ignition source (**arc**, **flame**, heat). **Concentrations** lower than LEL are 'too lean' to burn. Also called **lower flammable limit (LFL)**

2.7 Purging: Method employed for displacing contaminants from a confined space

3.0 Procedure:

3.1 Hazard Assessment

3.1.1 Before each time a worker enters a confined space, a competent worker must perform a written Job Safety Analysis

3.1.2 The Hazard Assessment must include the following:

3.1.2.1 The hazards that may exist in the confined space

3.1.2.2 The hazards that may develop while the work is being performed inside the confined space

3.1.2.3 General safety hazards in the confined space

3.1.3 Every confined space must be thoroughly assessed and evaluated by a competent worker to determine whether it is possible to eliminate the atmospheric hazard completely

3.1.4 Even if a space is not defined as a confined space under the regulations, supervisors must take every precaution reasonable in the circumstances to protect workers entering the space

3.2 Duties of Entrants

3.2.1 Do not enter or re-enter (if the confined space has been left unoccupied and unattended) the confined space unless testing has been performed

3.2.2 Know the hazards that may be faced upon entry. Know the route of exposure, signs and symptoms and long-term effects of exposure

3.2.3 Know how to use the equipment properly (tools and PPE)

3.2.4 Maintain communication with the attendant so that the attendant can monitor your safety and be able to alert workers to evacuate the confined space

3.2.5 Alert the Attendant whenever

3.2.5.1 You recognize any warning sign or symptom of exposure

3.2.5.2 You see a dangerous condition

3.2.5.3 An alarm is activated

3.2.6 Get out of the confined space immediately whenever

3.2.6.1 A warning system indicating a ventilation failure is activated

3.2.6.2 The attendant gives an evacuation order

3.2.6.3 A worker recognizes any signs or symptoms of exposure

3.2.6.4 A person inside detects a dangerous condition

3.2.6.5 An evacuation alarm is activated

3.3 Coordination

3.3.1 When workers of more than one employer perform work in the same confined space, the constructor must coordinate entry operations

3.3.2 The constructor must prepare a coordination document to ensure that the various employers perform their duties in a way that protects the health and safety of all workers entering the confined space

3.4 Rescue Procedures

3.4.1 The confined space rescue plan must include written procedures for safe on-site rescue that can be implemented immediately in case of an emergency. An adequate number of people must be available to carry out the rescue procedures immediately

3.4.2 These people must be trained in:

3.4.2.1 The on-site rescue procedure

3.4.2.2 First Aid and Cardio Pulmonary Resuscitation (CPR)

3.4.2.3 How to use the rescue equipment necessary to carry out the rescue

3.5 Rescue Equipment

3.5.1 The rescue equipment must be readily available, appropriate for the confined space and inspected by a competent worker

3.5.2 The competent worker must keep a written record of the inspection(s)

3.5.3 The size of the confined space opening must be considered when choosing the rescue equipment (do not plan for a SCBA when it will not fit through the opening of the confined space)

3.6 Protective Clothing and Personal Protective Equipment

3.6.1 A competent person should assess the protective equipment and clothing required to perform the work (i.e. gloves, boots, chemical suits, fire resistant coveralls, hearing, eye and face and respiratory protection)

3.6.2 All workers shall be trained in the selection, care and use of all necessary PPE

3.7 Attendant

3.7.1 An attendant must be present whenever a worker enters a confined space. The attendant is not allowed to enter the confined space, unless he/she is replaced by another attendant in accordance with the plan

3.7.2 The attendant must:

3.7.2.1 Remain alert outside and near to the entrance

3.7.2.2 Be in constant communication (visual and speech) with all workers in the confined space. Radio checks shall be performed hourly as a minimum requirement

3.7.2.3 Monitor the safety of workers inside the confined space

3.7.2.4 Provide assistance as necessary

3.7.2.5 Be provided with a device for summoning help in case of an emergency

3.7.2.6 Initiate an adequate rescue procedure in case of an emergency

3.7.3 The attendant must perform the atmospheric test. The attendant must be trained and familiar with all atmospheric testing equipment including calibration, maintenance and operation of the equipment

3.7.4 The attendant is responsible for the air monitor equipment at all times, upon completion of the day's work the monitor must be returned for Bump testing

3.7.5 If the confined space is left unattended and unoccupied, the tests must be performed again prior to re-entry

3.7.6 Results of every sample of a test must be recorded on the entry permit. If continuous monitoring is required, test results must be recorded at regular intervals (every hour)

3.8 Ventilation/Purging

3.8.1 This is the most effective measure of control, the space can be purged of dangerous atmospheres by blowing enough fresh air in, and/or by removing (or suction venting) the bad air and allowing clean air in

3.8.2 Best results are obtained by blowing fresh air into a space close to the bottom

3.8.3 Check the efficiency of the ventilation by re-testing the atmosphere with gas detection equipment before re-entry

3.8.4 If mechanical ventilation is used to maintain acceptable atmospheric levels, there must be a warning system and exit procedure in case there is a ventilation failure

3.9 Entry Permits:

3.9.1 A competent person must verify that the permit issued complies with the plan before every shift

3.9.2 The entry permit must not exceed the time required to complete the task

3.9.3 Entry permits should be understood by everyone involved with the job and must be readily available to every person entering the confined space

3.9.4 Entry Permits shall include but not be limited to the following:

3.9.4.1 The location and description of the confined space

3.9.4.2 A description of the work

3.9.4.3 A description of the hazards and the corresponding controls

3.9.4.4 The time period for which the permit applies

3.9.4.5 The name of the attendant

3.9.4.6 A record of each worker who enters and leaves

3.9.4.7 A list of equipment required for entry and rescue, and verification that the equipment is in good working order

3.9.4.8 Additional procedures and controls if Hot Work is to be performed

3.10 Unauthorized Entry

3.10.1 The Constructor must ensure that each entrance to the confined space is secured against unauthorized entry and/or has adequate barricades or signs warning against unauthorized entry

3.11 ON-SITE RESCUE PROCEDURES

3.11.1 No worker shall enter or remain in a confined space unless, in accordance with the relevant plan, adequate written on-site rescue procedures that apply to the confined space have been developed and are ready for immediate implementation. Before any worker enters the confined space adequate personnel trained in the matters listed below must be available for immediate implementation of the on-site rescue procedures. The personnel shall be trained in:

3.11.1.1 The on-site rescue procedures

3.11.1.2 First Aid and CPR; and

3.11.1.3 The use of rescue equipment required in accordance with the relevant plan

3.11.2 Methods of communication shall be established that are appropriate for the hazards identified in the relevant assessment, and shall make them readily available for workers to communicate with the attendant

3.12 Rescue Equipment

3.12.1 The rescue equipment to be used will be dependent upon the hazards in the confined space and the plan. Examples of safety equipment include:

3.12.1.1 Harnesses and lifelines

3.12.1.2 Hoist/retrieval systems

3.12.1.3 Self-Contained Breathing Apparatus (SCBA)

3.12.1.4 Airline respirators and other equipment as necessary.

3.12.2 It is very important to take into account the size of the confined space access/egress points when selecting the type of rescue equipment to be used

3.12.3 Supervisors shall ensure that the rescue equipment identified in the relevant plan is:

3.12.3.1 Readily available to effect a rescue in the confined space

3.12.3.2 Appropriate for entry into the confined space

3.12.3.3 Inspected as often as necessary to ensure it is in good working order, by a competent person appointed by the supervisor

3.12.4 The inspection shall be recorded in writing by the competent person, and the record of the inspection may be incorporated into the entry permit

3.12.5 Calling "911" does not satisfy the confined space regulations in an emergency situation, it is not considered ready for immediate implementation

3.12.6 When using radios or other methods of communication, regular checks (on an hourly basis) must be performed on the equipment to ensure it is in good working order

4.0 Supporting Document(s): N/A

LOCK OUT POLICY

1.0 Purpose: This policy is designed to ensure that all employees achieve adequate lock out, tag, and test for all known and potential sources of energy. This program establishes procedures for using energy isolating devices to disable machines or equipment to prevent unexpected start up or release of stored energy that may cause injuries and equipment damage. This procedure applies to all authorized employees working on potentially energized machines or equipment.

2.0 Definitions:

2.1 Authorized Employee: An employee who is qualified because of knowledge, training, and experience and has been assigned to perform lock out. He/she has received Applicable Lock out Training Program including comprehension of all lock out policies and procedures

2.2 Energy Isolating Device: A mechanical device (a disconnect switch, line valve, block, blank off plate) that physically prevents the transmission or release of an energy source to machinery or equipment

2.3 Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, stored or other energy

2.4 Group/Complex Lock out Procedure: The procedure used when there are several workers involved and several sources of energy to be locked out. This is usually accomplished through the use of a lock box under the direction of the lead electrical Supervisor or a lock out captain

2.5 Individual Lock out Procedure: The basic procedure used where there is only one worker who is required to lock out one source of energy

2.6 Lock Box: A secure box, usually attached to the machinery or equipment that contains locks, tags and keys for use in a group lock out situation. It is usually under the control of the lead electrical supervisor

2.7 Lock out: To physically neutralize all energy sources in machinery or equipment, (usually by applying locks) before beginning any maintenance or repair work. The primary purpose of lock out is to prevent all energy isolation devices (switch, circuit breaker or valve) from accidentally being operated while workers are working

2.8 Lock out Coordinator: A designated leader of a lock out event, Group Lock out, or Complex Lock out, who has been trained in all lock out policies and procedures. His/her lock will remain on the isolated sources until the project is complete

2.9 Lock out Device: A device that uses a positive means (such as a lock) to hold an energy isolation device in a safe position and prevent the energizing of a machine or a piece of equipment. **Each lock out device must always be accompanied by a tag out device. All Lock**

out devices must be identifiable with the company name, phone number and control identification number

2.10 Multi-lock Hasp or Scissor Device: A device which allows several personal locks to be attached to a single lock out point. It cannot be opened until all of the personal locks have been removed. If more than 6 locks are required for the lock out, then the last hole is left empty so that another multi-lock hasp can be added

2.11 Personal Lock: A personal lock is assigned to a particular worker involved in the operation. Each worker must apply and remove his/her own personal lock and carry his/her own key. Combination locks or locks with master or duplicate keys must not be used. Each personal lock shall be identified by an attached tag with the worker's name, date and contact number

2.12 Tag Out Device: A tag or sign that must be attached to the lock out device that is used to communicate vital information about the lock out, including the identity of the authorized employee, the date and time. It also warns workers not to operate that equipment. The tag must be substantial enough to withstand the environment, be made of non-conducting material, be secured to prevent inadvertent or accidental removal, and remain legible for the duration of the job

2.13 Tag Out: To attach tags or signs to the locks with written information about the nature of the lock out

3.0 Procedure:

3.1 General Lock out – Maintenance, Alterations, and Repairs

- **3.1.1** No employee shall undertake any work on equipment or machinery unless the equipment is fully secured against accidental start up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy
- **3.1.2** Turn off the power at point of operation
- **3.1.3** Wait for the blade to stop spinning
- **3.1.4** Disconnect the main power supply by going to the main power source and placing in OFF position and lock out. Ensure the power cannot be moved to ON position and place they key in your pocket
- **3.1.5** Return to the point of operation and press the power ON switch to ensure there is not power to the machine from another source
- **3.1.6** If there is no power, attach a red Repair Tag
- **3.1.7** Lock out override switch if there is one
- **3.1.8** Proceed in changing, adjusting the blade, or conducting repairs
- **3.1.9** When work is completed, ensure all guards are replaced, secured, and are in good working order. Clean any oil spills
- **3.1.10** All nuts and bolts must be secured and double-checked

3.1.11 Advise the supervisor when repairs or adjustments are complete. The machine will be inspected by the supervisor to ensure the guards are in place and secure and that all debris and mechanical repair leftovers have been removed

3.1.12 Unlock the main power and place the control handle in the ON position. Unlock the override switch, return to point of operation and turn power ON. Listen for unfamiliar noise. If the machine is running smooth, resume regular operation

3.1.13 In the event of an abandoned lock, the supervisor will complete the appropriate documentation

3.1.14 NOTE: Failure to perform lock out and tampering with equipment will result in disciplinary action

3.2 Preparation for Shut Down

3.2.1 Identify the types and magnitude

3.2.2 Identify all hazards (including stored energy)

3.2.3 Identify the methods or means of controlling the energy

3.2.4 Identify the location of switches, energy sources, controls, interlocks or other such devices necessary to isolate the system

3.2.5 Assess the consequences of the shutdown

3.2.6 Notify all affected persons that the equipment will be shutdown and locked/tagged out

3.2.7 Develop a written safe work procedure, lock out log, and lock out plan, where necessary

3.3 Equipment Isolation

3.3.1 The equipment shall be isolated by following established isolation procedures which specify the use of disconnect switches, line valves, blocks, blanks, removal of spools, and capping of lines etc., as required

3.3.2 Computer shutdown alone does not constitute a proper isolation procedure

3.4 Application of Lock out Devices

3.4.1 Locks shall be applied to each of the isolation devices. Each employee working on the equipment is responsible for attaching his/her personal lock and keeping the key, without exception

3.4.2 A multi-lock hasp, scissor device or lock box may be used to allow the application of more than one lock to a single energy isolating device

3.4.3 Tags must be attached to each lock out device whether it is a personal lock or a control lock. The tag shall state the name, telephone number of the person who applied the device, the reason for locking out, the date and time

3.4.4 In the case of a group lock out, the electrical Supervisor or lock captain will coordinate all control lock out devices

3.5 Release of Stored Energy (De-energizing)

3.5.1 Once all necessary Lock out devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, grounded or rendered safe by *Authorized Employees. See below.*

3.5.2 Additional measures may be necessary to prevent the re-accumulation of energy (i.e. slow leak in an airline may require direct mechanical disconnect)

3.6 Verification of Isolation

3.6.1 Prior to starting the work, and after isolation and de-energizing, the *Authorized Employee* should perform a test of all start buttons and other activating controls on the equipment to check potential of the electrical supplies to ensure the equipment has been de-energized.

3.6.2 Verify the test equipment before and after the test on a known source of energy.

3.6.3 Potential test indicators should not be used beyond the voltage limits for which they are rated.

3.6.4 Return all of the controls to the off or neutral position after trying to start.

3.6.5 For work involving several points of isolation, the *Authorized Employee* must keep record of the devices opened, locked off or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.

3.6.6 Each person who has placed a personal lock on the equipment should be assured of his/her right to verify individually that the potentially hazardous energy has been isolated and/or de-energized before the repair or maintenance work begins

3.7 Release from Lock out Control

3.7.1 Prior to restoring energy to the equipment, the *Authorized Employee* will perform an assessment of the work area to determine that:

3.7.1.1 The machine or equipment is operationally intact

3.7.1.2 All necessary guards have been re-installed

3.7.1.3 All tools and materials used during the repair or maintenance activities have been removed

3.7.1.4 All temporary de-energizing measures and devices have been removed by those who placed them

3.7.1.5 All other workers and affected individuals have been informed that the energy is about to be restored

3.7.1.6 All other workers and affected individuals are clear of the equipment (perform a head count if necessary).

3.7.1.7 The last lock to be removed should be that of the person supervising the lock out. **This responsibility shall not be delegated to another person**. Follow the required steps to re-energize the system

3.8 Group Lock out - Lock Box Procedures (Lock out Coordinator Required)

3.8.1 Where there are several lock out points to be secured and several authorized employees involved on the job, a group lock out procedure is followed:

3.8.1.1 The Lock out Coordinator obtains a lock box and secures it to the machine or equipment

3.8.1.2 The keys are collected, verified and placed inside the lock box

3.8.1.3 The lock box is then closed and a multi-lock hasp is affixed to it. This will allow additional locks to be added

3.8.1.4 The last available hole should never be used for a lock, but should remain open to add another multiple lock out device if needed to create more spaces. In this way as many locks as needed can be added to the equipment

3.8.1.5 Each worker on the job applies his/her personal lock to the multi-lock hasp such that the box cannot be opened until each personal lock is removed. Each worker's personal lock remains in place as long as he/she is actively working on the lock out equipment

3.10.1.6 In all cases, the last lock to be removed shall be that of the person supervising the lock out. **This responsibility shall not be delegated to another person**

4.0 Supporting Document(s): N/A

CRANES
HOISTING AND RIGGING

1.0 Purpose: The purpose of this procedure is to ensure that hazards associated with the use of cranes, hoisting and rigging are communicated. This procedure shall be enforced at all job sites and locations where the use of a crane, hoisting and rigging operations is to commence. This procedure is not a training tool for the use of the equipment, it discusses company requirements and the hazards associated with them.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Certification

3.1.1 No worker shall operate a crane or similar hoisting device that is capable of raising, lowering or moving material that weighs more than 7,260 kilograms unless the worker is certified as a hoisting engineer under the *Trades Qualification and Apprenticeship Act.* O. Reg. Hoisting Engineer

3.1.2 No worker shall operate a crane or similar hoisting device unless a certified Hoisting Engineer

3.1.2.1 The worker has written proof of training indicating that he or she is trained in the safe operation of the crane or similar hoisting device

3.1.2.2 The worker is certified to operate the crane

3.1.3 Workers shall carry his or her proof of training while operating a crane or similar hoisting device

3.2 Capacity, Load Rating Plate, Boom Angle Indicator

3.2.1 No crane or similar hoisting device shall be subjected to a load greater than its rated load carrying capacity.

3.2.2 Every crane or similar hoisting device shall have affixed to it a load rating plate;

3.2.2.1 The operator can read the load rating plate when at the controls; and

3.2.2.2 That contains enough information for the operator to determine the load that can be lifted for each configuration of the crane.

3.2.3 A luffing boom crane, other than a tower crane, shall have affixed to it a boom angle indicator that the operator can read while at the controls

3.3 Inspections, Records, Log Book

3.3.1 All cranes or similar hoisting device shall keep permanent records of all inspections of, tests of, repairs to, modifications to and maintenance of the crane or similar hoisting device

4.0 Supporting Documentation: N/A

LOADING AND UNLOADING MATERIAL FROM A TRAILER

1.0 Purpose: The purpose of this procedure is to ensure that competent persons are aware of the hazards and controls associated with the operation of loading and unloading material from a trailer. This procedure does not reflect the maintenance procedure with regards to forklifts or cranes. This procedure applies to crane and forklift operations associated with this operation.

2.0 Definitions: N/A

3.0 Procedures:

3.1 Selection Criteria :

3.1.1 The following is a list to help with the selection of the appropriate lift truck or crane.

3.1.1.1 Lifting capacity
3.1.1.2 Reach capabilities
3.1.1.3 Types of load(s)
3.1.1.4 Type of terrain the load will be carried over
3.1.1.5 Design of the workplace

3.2 General Operating Procedures:

3.2.1 ALL subcontractors that have deliveries must advise their drivers that they MUST sign in at the site trailer prior to unloading or loading of the trucks
3.2.2 Drivers must remain inside the cab at all times while it is being unloaded unless the driver is one unloading
3.2.3 Ensure the trailer is located in an area where it is safe to unload all material
3.2.4 Ensure that forklift and crane is inspected for any defects as per legislation
3.2.5 Check load capacities for the forklift or crane, and ensure that material is within load specifications. Also ensure rigging equipment is certified
3.2.6 Before material is unloaded ensure that the operation is going to be done by a competent worker
3.2.7 Use a flagman for traffic control
3.2.8 Check all overhead obstructions. Contact with overhead power lines are as follows:

Voltage Rating of Power line	Minimum Distance
750 to 150 000volts	3 metres (10 feet)
150 001 to 250 000 volts	4.5 metres (15 feet)
Over 250 000 volts	6 metres (20) feet

3.2.9 Ensure PPE is worn by all workers involved
3.2.10 Make sure adequate space is provided for landing or storage of material on the job site
3.2.11 Check that the trailer is secured (wheels chocked) before unloading

3.2.12 Operator must never leave the controls when the load is raised. Forklift forks must never be raised with or without load while forklift is unattended

3.2.13 At no time shall a worker be on the flatbed of a truck while the load is being raised. Workers shall keep clear of loading area

3.2.14 Upon completion ensure that material is not stored in such a matter to endanger any other worker.213/91 sec.37

4.0 Supporting Documentation: N/A

HEAVY MACHINERY

1.0 Purpose: The purpose of this procedure is to ensure that competent heavy machine operators are aware of the hazards and controls associated with the operation heavy machinery as well as the selection, use, and safe operating procedure(s). In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair.

2.0 Definitions:

2.1 Qualified Person: One with a recognized degree or professional certificate or has extensive knowledge and experience in the subject field that is capable of design, analysis, evaluation and specifications in the subject work, project, or product.

3.0 Procedure(s):

3.1 Selection Criteria :

3.1.1 The following is a list to help with the selection of the appropriate lift truck;
3.1.1.1 Lifting capacity;
3.1.1.2 Reach capabilities;
3.1.1.3 Types of load(s);
3.1.1.4 Design of the workplace;

3.2 General Operating Procedures;

3.2.1 Personal protective equipment is **mandatory** and may include the following: boots or safety shoes, eye/face protection**,** long pants, hard hat**,** hearing protection, gloves.

3.2.2 Perform the pre-shift inspection, fill out the inspection sheet and store at designated location. Ensure that there are no leaks, no visible damage to the truck, and the tires are ok. ***Only trained and authorized operators shall be permitted to operate the designated equipment.***

3.2.3 Check all fluid/coolant levels. **Caution: Open the radiator cap only when the engine is cooled.**

3.2.4 A fire extinguisher and first aid kit shall be mounted in the cab.

3.2.5 When servicing equipment, fasten a **Do Not Operate** tag on the steering wheel. Review *Lock Out/Tag Out Procedures* prior to servicing any equipment.

3.2.6 Remove all oil, grease or mud and snow from grab irons, hand rails, steps, pedals, and floor to prevent slips and falls.

3.2.7 Know work area clearances - watch for overhead or underground objects, holes, drop-offs, and partially hidden obstacles and wires.

3.2.8 Maintain a 3-point contact with the steps and hand rails while getting on/into the machine - **do not** use the controls or steering wheel as a handhold.

3.3 Overhead Wires- special precautions must be taken when working in and around overhead power lines to avoid contact and encroachment on the minimum allowable distance outlined in 213/91 Regulation S.186.

No object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out in Column 1 of the Table to this subsection than the distance specified opposite to it in Column 2.

Column 1	Column 2
Nominal phase-to-phase voltage rating	Minimum distance
750 or more volts, but no more than 150,000 volts	3 metres
more than 150,000 volts, but no more than 250,000 volts	4.5 metres
more than 250,000 volts	6 metres

3.4 Workers and supervisors not in equipment.

3.4.1 Workers must be aware of vehicles and equipment in the vicinity. Workers must stay out of these hazardous locations whenever possible.

3.4.2 Workers must effectively communicate with operators, and NEVER walk behind any vehicle that is reversing or enter into blind spots.

3.4.3 Workers must make eye contact and effectively communicate with the operators when they are going to enter the equipment blind spots or swing areas.

3.4.4 Always think that the operator cannot see you, you can only be sure once eye contact and communication has taken place.

3.4.5 At no time is it permissible for a worker to walk under a load being hoisted.

3.4.6 Always have and be aware of your escape path when working around equipment, mechanical failures could happen regardless of the operator's abilities.

3.4.7 All workers must respect the hazards and potential injuries that could result from any mechanical failure.

3.4.8 All workers must remember the equipment will swing and travel quicker. Never assume you have enough time to get out of the way.

3.5 Starting, Testing, and Operation;

3.5.1 **EXHAUST FUMES ARE DANGEROUS - ALWAYS HAVE A RUNNING MACHINE IN A WELL VENTILATED AREA.**

3.5.2 Fasten your seat belt and adjust the seat prior to starting.

3.5.3 Controls should be in neutral and the parking brake set before starting engine.

3.5.4 Start the engine only from the operator's seat.

3.5.5 Warn personnel in the area that you are starting the engine.

3.5.6 Check all gauges, light, instruments and warning devices to assure that they are functioning properly and the readings are within normal range.

3.5.7 Test steering right and left.

3.5.8 Test brakes against ground speed to be certain there is no malfunction.

3.5.9 While backing up use extra care and sound the horn to clear the area. Do not reverse if the path of travel is obstructed.

3.5.10 Never leave equipment unattended is the equipment is running.

3.5.11 If a malfunction is observed, "DO NOT OPERATE" until the proper repairs have been made.

3.5.12 If or when the equipment gets stuck, you must contact the supervisor to assess the situation before attempting to push or pull yourself out with other equipment.

3.5.13 Do not coast downhill. Select a gear that will prevent excessive speed when going downhill.

3.5.14 Know the stopping distance at any given working speed.

3.5.15 Do not permit anyone to stand or pass under the bucket or lift arms.

3.5.16 Follow the manufacturer's load capacity limits. Identification plates are attached to all machines.

3.5.17 Obey all traffic regulations. Know local traffic laws regarding lights, warning signs, load limits, and slow moving equipment on highways/roadways.

3.5.18 When parking on a grade, block the wheels and set the parking brakes.

3.5.19 When parking, lower all loader, buckets, hydraulics to the ground.

4.0 Supporting Documentation: N/A

FORMWORK
SAFE WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to provide consistent instruction in the area of formwork. This procedure applies to all employees and job sites where formwork is performed.

2.0 Definitions:

2.1 Brace: Any external structural member used to resist horizontal forces exerted on the forms such as wind loads

2.2 Tie: A concrete form tie is a tensile unit adapted to holding concrete forms secure against the lateral pressure of unhardened concrete

3.0 Procedure:

3.1 Design

3.1.1 All form components and/or hardware must be kept clean, and if appropriate, lubricated to ensure proper performance and to allow for proper inspection

3.1.2 All form components must be inspected regularly for damage or excessive wear. Equipment found to be in these conditions must be replaced immediately and **not** re-used

3.1.3 The forming layout shall be prepared or approved by a person qualified to analyze the loadings and stresses which are induced during the construction process. The layout shall be at the jobsite

3.1.4 Forming installation and pouring procedures must comply with safe practices and with the requirements of the law and O.Reg 213/91

3.2 Erection

3.2.1 Do not deviate from layout drawings when erecting formwork without the approval of a qualified designer

3.2.2 Be certain that all wall ties are in place and secured as per manufacturer's recommendations

3.2.3 Do not weld, bend or otherwise alter wall ties as it may seriously reduce their strength

3.2.4 Adequate temporary bracing must be in place while initially setting formwork. Assure that formwork is properly braced and stabilized against wind and other external forces

3.2.5 Safe working platforms must be installed as per O.Reg 213/91

3.3 Inspection

3.3.1 Inspect completed formwork prior to placing concrete to assure proper placement and secure connections of ties and associated hardware. All threaded connectors, such as ties, inserts, anchor bolts, etc., must also be checked for proper thread engagement

3.3.2 Inspect bracing attachments and form alignment after each form cycle. Inspect installed forms and braces immediately prior to pour and during pour

3.4 Stripping Formwork

3.4.1 Reverse the order of procedures used in erection of formwork. Be certain that concrete has sufficiently set to carry its own weight and any imposed loads prior to stripping formwork

3.4.2 Use extreme caution for all formwork to assure that no panel, walkway bracket, brace or any other form component is unfastened prematurely

3.4.3 Assure that all disconnects have been made and the bond of the formwork to concrete has been broken prior to lifting of form

4.0 Supporting Document(s): N/A

VEHICLE FLEET SAFETY POLICY

1.0 Purpose: The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such we endorse all applicable motor vehicle regulations relating to driver responsibility. Each driver is expected to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

2.0 Definitions: N/A

3.0 Procedures:

3.1 Driver Eligibility

3.1.1 Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle unless specified by the company.

3.1.2 Any employee who has a driver's license revoked or suspended shall immediately notify management and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including dismissal.

3.1.3 All accidents, regardless of severity, must be reported to the police and to management. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.

3.1.4 Drivers must immediately report all summonses received for moving violations during the operation of a company vehicle to management.

3.1.5 Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a Company vehicle.

3.1.6 The company will determine your eligibility to operate a Company vehicle prior to use.

3.2 Driver Safety Rules

3.2.1 The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.

3.2.2 No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

3.2.3 All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.

3.2.4 No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in company vehicles.

3.2.5 Smoking is prohibited in company vehicles as per the Ontario Smoke Free Act

3.2.6 Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked

whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

3.2.7 Head lights shall be used at all times especially during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.

3.2.8 All other provincial laws, local laws, or Ministry of Transportation Motor Carrier Safety Regulations must be obeyed.

3.3 Defensive Driving Rules

3.3.1 Drivers are required to maintain a safe following distance at all times. During slippery road conditions, the following distance should be increased.

3.3.2 Drivers of heavy trucks should keep a minimum of at least three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.

3.3.3 Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.

3.3.4 Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.

3.3.5 Drivers must honour posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic.

3.3.6 Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.

3.3.7 When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.

3.3.8 Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.

3.3.9 When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.

3.3.10 When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.

3.3.11 Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful or you are to have a spotter.

3.3.12 Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.

3.3.13 Back to the driver's side. Do not back around a corner or into an area of no visibility.

3.4 What To Do In Case Of An Accident In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

3.4.1 Call for medical aid if necessary.

3.4.2 Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.

3.4.3 Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.

3.4.4 Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.

3.4.5 Pertinent information to obtain includes:
-license number of other drivers
-insurance company names and policy numbers of other vehicles
-make, year, model of other vehicles
-date and time of accident
-overall road and weather conditions

3.4.6 If safely possible take photographs or draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.

3.4.7 Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.

3.4.8 Provide the other party with your name, address, phone number, drivers license number, and insurance information.

3.4.9 Immediately report the accident to management. Provide a copy of the accident record and/or your written description of the accident to management ASAP.

3.5 Vehicle Maintenance

3.5.1 Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

3.5.2 Registration and Inspection is the responsibility of the assigned driver.

3.5.3 Drivers of Ministry of Transportation regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the company mechanic of deficiencies found.

3.5.4 In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.

3.5.5 The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.

3.5.6 The vehicle manufacturer's maintenance schedule should be referenced and closely following regarding recommended maintenance intervals.

4.0 Supporting Documents: N/A

SET UP OF GAS HEATERS

1.0 Purpose: The purpose of this procedure is to ensure that all employees perform the task of setting up and running gas powered heaters.

2.0 Definitions: N/A

2.1 Compresses Gas: A gas or mixture of gases (in a sealed container) having an absolute pressure exceeding 40 psi at 21.1°C (70°F)

2.2 Flammable Substances: Flammable substances are those gases, liquids and solids that will ignite and continue to burn in air if exposed to a source of ignition

2.3 Oxidizing Substances: Oxidizing materials are liquids or solids that readily give off oxygen or other oxidizing substances (such as bromine, chlorine, or fluorine). They also include materials that react chemically to oxidized combustible (burnable) materials; this means that oxygen combines chemically with the other material in a way that increases the chance of a fire or explosion. This reaction may be spontaneous at either room temperature or may occur under slight heating. Oxidizing liquids and solids can be severe fire and explosion hazards.

2.4 Oxygen: A colourless, odourless, tasteless gas. It is denser than air and only slightly soluble in water. A poor conductor of heat and electricity, oxygen supports combustion but does not burn. When cooled below its boiling point oxygen becomes a pale blue liquid; when cooled still further the liquid solidifies, retaining its color. Oxygen is extremely active chemically, forming compounds with almost all of the elements except the inert gases. Oxygen unites directly with a number of elements to form oxides. It is a constituent of many acids. The common reaction in which it unites with another substance is called oxidation (see oxidation and reduction). The burning of substances in air is rapid oxidation or combustion

2.5 Gas Cylinders: A gas cylinder or tank is a pressure vessel used to store gases at high pressure. Gases stored this way are called bottled gases

3.0 Responsibilities:

3.1 Supervisors are to ensure equipment used to perform the tasks are in good working order and that personal protective equipment is available for the employees and it is worn by the employees

3.2 Supervisors to ensure workers are adequately trained on the use of Propane and Natural gas and setting up the heaters.

3.3 Workers are to ensure they are wearing the personal protective equipment that has been supplied to them and to ensure if any equipment given to them is not defective. If any defects are found they are to notify their supervisors immediately.

SET UP OF GAS HEATERS

4.0 Procedure:

4.1 Inspect personal protective equipment to be worn. As a minimum all employees must be wearing CSA approved hard hat and safety footwear.

4.2 Gather tools and materials to perform the task and ensure there is no defects found.

4.3 Ensure 4A40BC 10lb fire extinguisher is readily available and fully charged. Must be placed with each heater.

4.4 Remove all combustible material away from the area of the heater.

4.5 Open windows and doors to ensure adequate ventilation.

4.6 Ensure proper clothing is worn to protect yourself against propane burns.

4.7 **Material Safety Data Sheets (MSDS):** Must be readily available. Please follow Material Safety Data Sheets for specific gas use i.e. storage, use, etc.

4.8 **Gas Safety:** All compressed gases must be stored up-right, secured when not in use, with the safety cap on. Gases in use such as those used on carts must be chained or secured to prevent accidental falling and the gas service valves closed when not in use

4.9 **Labels:** All compressed gas bottles must be clearly labeled as required under Occupational Health & Safety Act and Ontario Regulation 644/88 WHMIS

4.10 Ensure all other workers are out of the area in which the heaters will be placed.

4.11 **Cylinder Transport to location:** Make sure all cylinders are securely fastened and up-right in a locked cage or other secure container.

4.12 **Moving Cylinders:** Where cylinders are to be moved around a site, the safety method shall be by strapping the cylinder to a cylinder cart. If cylinders are moved with a fork lift, the cylinder must be up-right and securely fastened to the mast with chains or strapping. Cylinders should never be hoisted by connecting to the collar of the cylinder. Proper cages designed for crane lifts are to be used

4.13 Bring the tools to the work face following the manual material handling procedures and inspect the work face for any hazards. Movement off the propane tanks, they must be upright and secured. Propane bottles to be moved by proper trolley to support the bottles.

4.14 Once the gas and the heater have reached the location, workers can then connect the gas to the heater.

4.15 Workers will then test for any gas leaks using soap and water.

4.16 Once all connections are made and are in working order, heater can be turned on.

4.17 Workers to stand in the area for approximately 20 minutes to ensure no issues or concerns arise with the heater on.

4.18 **Storage:** Ensure that the storage area is well ventilated and has clearly visible WHMIS or TDG signs. With outside storage, place on a fireproof surface and enclose in a tamper-proof enclosure. Protect cylinders from contact with ground, ice, snow, water, salt, corrosion, and high temperatures. Cylinders can never be stored in a horizontal position

4.19 Review work area to ensure no hazards are left behind.

5.0 Supporting Document(s): Follow TSSA Compound Specifications and procedures

KNIFE INJURY PREVENTION

1.0 Purpose: The purpose of these safe work procedures is to help protect health and safety by providing employees with safe knife handling procedures and best practices to prevent injury.

2.0 Definitions: N/A

3.0 Procedure:

3.1 Choosing and Using the Right Cutting Tool

FACTS:

3.1.1 Knives can be a useful tool in our workplace

3.1.2 When the right knife is chosen, it can be very effective

3.1.3 In the hands of a trained worker a knife can be used safely

HOWEVER:

3.1.4 Knives are often used as "all purpose" tools and result in injuries

3.1.5 Workers will use a general purpose "utility knife" when a specialized tool is available

3.1.6 Improper use of knives has been the cause of several injuries

3.2 Safe Knife Use Fundamentals

3.2.1 If a cutting device is needed as a work tool, it must be:

3.2.1.1 Appropriate for the job

3.2.1.2 Kept in good condition (i.e. blade sharp, handle intact)

3.2.1.3 Stored properly with other work tools

3.2.1.4 Not used for purposes it was not intended for

3.3 Procedure

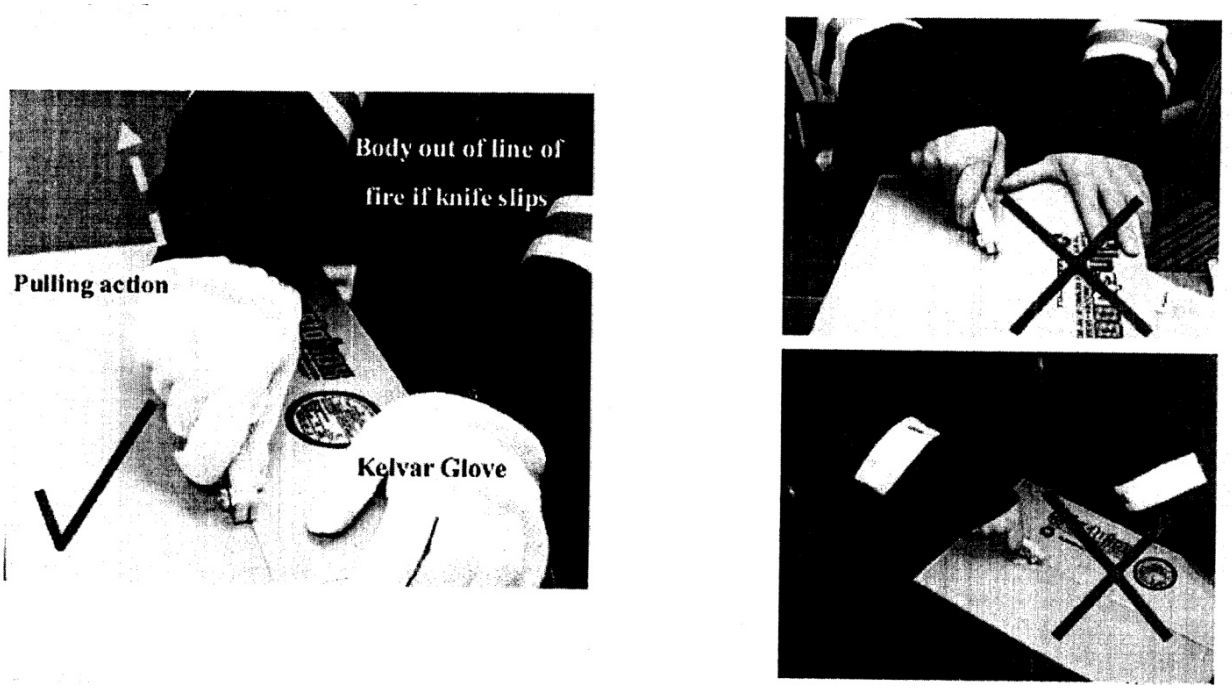
3.3.1 Visualize the path the blade will take before beginning the cut

3.3.2 Ensure that no body part (or sensitive equipment) will be in the path if the knife slips or comes off the surface.

3.3.3 (See Figure A.)

KNIFE INJURY PREVENTION

FIGURE 'A'



Causes of Knife Injuries

Preventative Measures

Body part in the line of fire (usually the hand holding the object being cut) → **Do not cut toward yourself** (assess where the blade will go if it comes off or goes through the material being cut)

Handling the knife before or after the cut has been made (picking up an unguarded knife, passing the knife to another worker) → **Open blade knives must be stored in sheaths** (utility knives must be stored with the blade retracted)

Unstable object being cut (the object shifts or moves allowing the blade to slip) → **Place the object being cut on a stable surface** (secure the object with a protected hand or holding device i.e. edge)

Dull blade (excessive force required to compensate for the dull cutting edge) → **Keep blades sharp** (replace or sharpen blades when they become dull)

Inadequate protective equipment (lack of a cut resistant glove for the holding hand) → **Use a cut resistant glove on the holding hand i.e. Kevlar glove** (ideally, use a mechanical device to hold the object)

Wrong tool (a knife was not the tool for the task) → **Choose the right cutting tool** (a knife, utility knife should not be the first choice)

3.4 Prevent Cuts with Knives

3.4.1 Direct the cut away from your body

3.4.2 Store knives with the blades protected or retracted

3.4.3 Secure the object being cut on a stable surface

3.4.4 Keep blades sharp

4.0 Supporting Documentation: N/A

HOT WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to provide consistent instruction in the area of fire safety while using portable hot work equipment including brazing, cutting, soldering, grinding and welding operations, or other spark producing or open flame devices. This procedure applies to all employees and job sites where hot work operations are performed outside the specified welding area(s). Supervisor will identify work environment, health and safety hazards, implement controls for those hazards and where required, develop safe operating procedures.

2.0 Definitions:

2.1 Hot Work: Any type of temporary work that could create an ignition source and possibly lead to a fire. Examples include welding, grinding, brazing, cutting, or use of a torch for heating purposes

2.2 Fire Watch: The responsibility of watching the person performing the hot work and the area in order to address any sparks or other sources that could cause a fire

2.3 Fire Monitoring: The responsibility of monitoring the area where the hot work took place after the hot work is completed

3.0 Procedure:

3.1 In order to be an exempt area, the area shall be

- **3.1.1** Of non-combustible and fire resistant construction
- **3.1.2** Free of combustibles and flammables
- **3.1.3** Suitably segregated from adjacent areas
- **3.1.4** Equipped with fire extinguishers
- **3.1.5** Equipped with adequate ventilation
- **3.1.6** Inspected by a competent person prior to work beginning

3.2 Prohibited Hot work Areas

- **3.2.1** Areas equipped with sprinkler systems that are out of order
- **3.2.2** Areas, including those within a confined space, where explosive gases, vapors or dusts exist or could accumulate,
- **3.2.3** On metal walls, ceilings or roofs built of composite, combustibles and sandwich-type panel construction or having combustible coverings
- **3.2.4** On containers where flammable liquids, solids or vapors could be present
- **3.2.5** On pipes or beams that are in contact with combustible walls, ceilings, roofs or partitions where heat can travel to and can cause ignition

3.3 Prior to Hot Work

- **3.3.1** Before initiating hot work, decide whether the job can be done a different way so as to avoid the hot work
- **3.3.2** Mark the area so people are aware of the work to be performed

3.3.3 Obtain a Hot Work Permit from Client if required.

3.3.4 Survey the site and ensure operational fire extinguishers 4A 40BC, fire hoses and persons qualified to operate them are immediately available

3.3.5 Ensure all Personal Protective Equipment required is in good condition and worn.

3.3.6 **Ensure that within 35 feet** (11 metres) of where the work is being performed:

3.3.6.1 The floor is swept clean of combustibles

3.3.6.2 Combustible floors (i.e. carpets) are wetted down or covered with fire resistant tarps/blankets

3.3.6.3 There are no flammable liquids or materials present

3.3.6.4 There are no dangerous or volatile vapors, mists, fumes or dusts

3.3.7 **When working on walls, partitions, floors and ceilings:**

3.3.7.1 Ensure that combustibles are moved away from the other side of the wall, floor, partition or ceiling

3.3.7.2 Ensure construction materials, insulation or coverings are non-combustible

3.3.7.3 Ensure adequate ventilation is achieved

3.4 During Hot Work

3.4.1 Anyone conducting hot work must continually monitor area for possible fire hazards and ensure prior to leaving the work area there is no fire hazards present. Workers may have to stay at least 30 minutes after the work is complete to ensure.

3.4.2 Fire extinguishing equipment shall be maintained in close proximity to the hot work for its entire duration

3.4.3 Store acetylene and other fuel in approved cylinders and in a secure and upright position

3.5 After Hot Work

3.5.1 Workers to ensure after hot work is completed that no fire hazards exist.

3.5.2 Fire extinguishing equipment must remain accessible in the area until the fire monitoring is complete

4.0 Supporting Document(s): Use Hot Work Permit if required. Contact your supervisor if needed.

GAS POWERED MASONRY SAW SAFE WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to help protect the health and safety of employees by providing the proper procedures for performing any work with a gas powered masonry saw

2.0 Definitions:

2.1 Masonry – stone work or brickwork

2.2 Gas Powered Masonry Saw – a gas powered tool used for cutting concrete, masonry, brick, asphalt, tile, and other solid materials

3.0 Procedure:

3.1 Hazards - You can be badly cut or burned using a power saw, if you are not careful. You can get sprains and strains and lose your hearing. Grit and dust from using the saws can hurt your eyes. Dust can hurt your lungs. If you dry-cut masonry or stone that has silica in it, you can get silicosis and it can kill you. An electric saw can electrocute you. A gas-powered saw can cause carbon monoxide poisoning and kill you.

3.2 Training – workers must be trained in general workplace hazards, electrical hazards, and personal protective equipment (PPE)

3.3 Personal Protective Equipment

3.3.1 To reduce the risk of injury to your eyes never operate a gas masonry saw unless wearing goggles or properly fitted safety glasses with adequate top and side protection complying with CSA standard Z94.3-07 (R2014). Proper eye protection is a must.

3.3.2 Cut-off machine noise may damage your hearing. Always wear sound barriers (ear plugs or ear mufflers) to help protect your hearing.

3.3.3 When wet cutting is not utilized, the operator should always wear a respirator approved by NIOSH for the material being cut to reduce the risk of serious or fatal respiratory illness

3.4 Cuts and Amputations

3.4.1 Make sure the saw blade is not touching anything before you turn on a saw

3.4.2 Keep the blade guard and other safety devices on the saw

3.4.3 Make sure the blade guard goes back to the fully guarded position after you cut. Do not drop-start the saw

3.4.4 To start a saw with a starter cord, put one foot on the back handle, put one hand on the top handle to keep the blade off the surface, and use the other hand to pull the cord.

3.4.5 Hold a saw with both hands. Do not use your leg to prop up a saw

3.4.6 To help prevent kickback, hold your forward arm straight and do not cut above chest height.

3.4.7 After you turn off a saw, hold it away from you until the blade stops turning. Do not prop the saw on your leg while the blade slows down

3.4.8 Turn off a saw before you carry it anywhere.

3.5 Burns - What you cut can catch fire from friction. A spark from a saw can ignite any gasoline leaking from the saw. Make sure there are no fuel leaks and the fuel cap is tight. Turn off the saw and let it cool down before you refuel it

3.6 Carbon Monoxide –

3.6.1 You cannot see or smell carbon monoxide gas

3.6.2 Fans can help keep fresh air coming in, but fans are not always enough. .

4.0 Supporting Documentation: N/A

WALKING & WORKING SURFACES ACCESS / EGRESS

1.0 Purpose: Access/Egress refers to the areas which lead to and from assigned work areas. The purpose of this procedure is to ensure that workers are made aware of the hazards. Supervisors will identify work environment health and safety hazards, implement controls for those hazards, and develop safe operating procedures where required.

2.0 Definitions: Walking & Working Surfaces can include hallways, aisles, stairs, runways, ramps, ladders, etc.

3.0 Procedure:

3.1 These areas must be kept free and clear of any and all obstructions, at all times, to ensure that in the event of an emergency, evacuation or rescue operations are not hindered or delayed. The following general recommendations should be observed in all access/egress areas:

3.1.1 **No workers** shall climb on or over any materials or objects in order to reach a desired location.

3.1.2 **No Workers** are permitted to climb on racking systems, skids, pails.

3.1.3 **Workers using any other means of access or egress will be issued a notice of non-compliance for not following Working and Walking surfaces policies and procedures.**

3.1.4 Snow, ice or other slippery materials should be removed from the area.

3.1.5 Treatments of sand or salt should be used to assist in keeping ice and snow buildups to a minimum.

3.1.6 Standing water on the floor should be removed or mopped up.

3.1.7 Boxes, garbage, or debris should be removed and/or stored in the proper location.

3.1.8 Tools and equipment should be stored as close to the work location as possible and should never be stored in an access/egress area.

3.1.9 Use extreme caution when climbing or descending ladders or stairs when wet conditions are present.

3.1.10 Runways and ramps should be constructed in a manner that will support all potential loads without displacement or the "diving board spring effect". They should be in good condition without cracks or breaks and be cleated as required.

3.1.11 Overhead protection or other appropriate barricades or warnings must be provided where work is being carried out above a means of access/egress or in an elevator shaft.

3.2 Maintenance and Inspection

3.2.1 Any runway or ramp to be defective shall be taken out of service.

3.2.2 Runways and ramps should be free of cracks or breaks and be cleated as required.

3.2.3 Always notify your supervisor immediately if there are any items obstructing the walkways. Aisle and walk ways must be free and clear at all times.

3.3 Retrieving Materials:

3.3.1 All workers to use proper material handling methods in order to work safely.

3.3.2 Should you need assistance retrieving materials that are out of reach, you **MUST** contact your immediate supervisor.

Supporting Documentation: N/A

MITRE SAW OPERATING PROCEDURE

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from exposure to cuts, wood dusts and particles, noise, and kickback hazards encountered during operation of a mitre saw. This procedure applies to all employees, job sites and facilities.

2.0 Definitions:

2.1 Guard: A device that prevents access to dangerous moving parts of a machine while the machine is in operation

2.2 Jig: a custom-made device used for holding a piece to be worked on in the correct and safe position relative to the associated tool. It serves as an extension of the piece being worked on and a replace of the hands and fingers of the worker on that piece

2.3 Lockout: A procedure that prevents a machine from starting or moving while a worker is repairing or maintaining it, or shuts off power to electrical panels and/or machinery to prevent electrocution

3.0 Procedures:

3.1 Safety Practices to Follow

3.1.1 Ensure safety rated glasses wide side shields or goggles and hearing protection is worn at all times

3.1.2 Employees cannot wear gloves or loose clothing and must have shirt sleeves buttoned at the wrist or rolled to above the elbow during operation

3.1.3 Ensure the saw is firmly secured to the work bench

3.1.4 With the saw unplugged or locked out, check for the following:

3.1.4.1 All moving parts are properly aligned, no binding

3.1.4.2 Damage to electrical cord or controls

3.1.4.3 Damaged or broken parts (body)

3.1.4.4 Return spring and guard of arm. Check by pushing the arm all the way down and letting it rise until it stops by itself. Check the lower guard to ensure it is closed fully

3.1.4.5 Smooth movement of slide assembly (if applicable)

3.1.4.6 Ensure guards are properly adjusted and secured

3.1.4.7 Is the blade proper for the job, of proper size, damaged, properly installed, and have teeth pointing in the right direction

3.1.4.8 Push the power head down and hand spin the blade to check for clearance

3.1.4.9 Tilt the power head to 45 degrees bevel and repeat check for clearance

3.1.4.10 Ensure blade arbour collars and laser system (if applicable) are clean

3.1.4.11 Ensure recessed side of the arbour collars and laser discs face the blade

3.1.4.12 Ensure the arbour screw is firmly tightened
3.1.4.13 Ensure clamps and locks are tight and there is no excessive play
3.1.4.14 Ensure motor air slots are clean
3.1.4.15 Ensure there is no build-up of debris (sawdust) on cutting table

3.1.5 Good housekeeping on floor around work station
3.1.6 Report all defects to the supervisor before operating the saw

3.2 Machine Operation

3.2.1 Inspect material to be cut for nails or other foreign objects imbedded that may damage the blade or cause injury
3.2.2 Plan on how you will make the cut. When practical, use the clamps to hold down the material against the fence
3.2.3 Turn the power ON and let the blade reach full speed before starting to cut. This will reduce the risk of throw back
3.2.4 Hold the material firmly against the back fence and on the cutting surface until the cut is finished to prevent movement, throw back, or binding
3.2.5 Slowly push the saw blade down on top of the material
3.2.6 Avoid awkward body positions and hand positions where sudden slips can cause hands or fingers to contact the blade
3.2.7 Do not over reach. Keep good footing and balance. Do not cut with arms crossed, do not cut free hand, and cut once piece at a time.
3.2.8 Keep body and face to one side of the cutting head, out of line with possible throw back
3.2.9 Keep the cut piece free to move sideways after the cut to prevent wedging against the blade that may result in throw back
3.2.10 To prevent tilt for pieces longer than the cutting table, use supports (table, saw horses, blocks). **Never use another person as a substitute for a support table or saw horses**
3.2.11 When cutting irregular pieces plan your work so it will not pinch the blade. For example, a piece of moulding must lie flat or be held by a jig to prevent movement
3.2.12 Round material like dowling must be properly supported to prevent rolling while being cut
3.2.13 If cutting a bowed piece, ensure it is firmly against the fence and that the curve faces downward
3.2.14 After finishing the cut keep holding the cutting head down, release the power switch, and wait until the blade stops turning before moving your hands or power head

3.3 Blade Changing, Adjusting, Unjamming or Repairing Lock Out Procedure

3.3.1 Turn power off at point of operation
3.3.2 Wait for the blade to stop spinning

3.3.3 Disconnect the main power supply by going to the main power source and placing in OFF position and Lock Out. Check to ensure it cannot be returned to the ON position. Place the key in your pocket

3.3.4 Return to point of operation and push power ON switch to ensure there is not power to the machine from another source

3.3.5 If there is no power, attach the red repair tag

3.3.6 Lock out override switch if there is one

3.3.7 Proceed in changing/adjusting the blade or repairs

3.3.8 When work is complete, always make sure all guards are replaced, secured and are in good working order

3.3.9 All nuts and bolts must be secured and double-checked

3.3.10 Advise the supervisor when repairs or adjustments are complete. The machine will be inspected by the supervisor to ensure the guards are in place and secure and that all debris and mechanical repair leftovers have been removed

3.3.11 Unlock the main power and place the control handle in the ON position. Unlock the override switch, return to point of operation and turn power ON. Listen for unfamiliar noise. If the machine is running smooth, resume regular operation

3.3.12 TAMPERING WITH GUARDS WILL RESULT IN DISCIPLINARY ACTION

3.3.13 NOTE: the detailed Lock and Tag-Out Procedure must be followed at all times. If unsure, please refer to it. If the procedure is not present and affixed to the machine, ask your supervisor for a copy

4.0 Supporting Documents: N/A

BAKERS SCAFFOLD
SAFE WORK PROCEDURE

1.0 Purpose: The purpose of this procedure is to ensure that workers are made aware of the hazards when working with a bakers scaffold regarding access and egress and performing work. This procedure does not reflect the assembly requirements of scaffolding.

****Ensure you check with the Constructor to find out their procedures on the use of bakers scaffolds.****

2.0 Definitions:

2.1 Three Point Contact – Two hands and one foot or, two feet and one hand contact at all times.

3.0 Procedures:

3.1 The following steps will be followed when getting onto and off of a baker scaffold:

3.1.1 The surrounding work area where the backer scaffold will be placed must be inspected for any hazards and clear of debris before it can be used.

3.1.2 Before the baker scaffold can be used it must first be inspected. The worker who will be using the baker scaffold must make sure the scaffold has all required components installed and is in good working condition.

3.1.3 The baker scaffold shall be equipped with castors or wheels. Each castor or wheel must be equipped with a suitable braking device that functions. A worker who is using a baker scaffold shall have all brakes applied before getting onto the scaffold.

3.1.4 A worker must use an adequate means of access and egress to get onto and off of a baker scaffold.

3.1.4.1 Workers who use a ladder to access a baker scaffold must first inspect the ladder before use by making sure that the ladder is free of visible damage and issues. The ladder must then be placed as close as possible to baker scaffold. The ladder must also be placed on a flat surface. Three point contact is to be maintained when ascending and descending from the ladder.

3.1.4.2 If a ladder is not used, the baker scaffold manufacturing instructions must state that it is adequate to use the ladder frame of the baker scaffold itself for access and egress. Three point contact is to be maintained when ascending and descending from the ladder frame.

3.1.4.3 Workers are to follow site specific procedures regarding means of access and egress to get onto and off of a bakers scaffold.

3.2 Every scaffold platform and other work platform shall be designed, constructed and maintained to support or resist, without exceeding the allowable unit stresses for the materials of which it is constructed,

3.2.1 all loads and forces to which it is likely to be subjected; and

3.2.2 at least 2.4 kilonewtons per square metre. O. Reg. 213/91, s. 134 (1).

3.3 Each component of a scaffold platform or other work platform shall be capable of supporting a load of at least 2.2 kilonewtons without exceeding the allowable unit stress for each material used. O. Reg. 213/91, s. 134 (2).

3.4 No scaffold platform or other work platform shall be loaded in excess of the load that it is designed and constructed to bear. O. Reg. 213/91, s. 134 (3).

3.5 A scaffold platform or other work platform,

3.5.1 shall be at least 460 millimetres wide;

3.6 if it is 2.4 metres or more above a floor, roof or other surface, consist of planks laid tightly side by side for the full width of the scaffold;

3.6.1 shall be provided with a guardrail as required by section 26.3;

3.6.2 shall be provided with a means of access as required by section 70;

3.6.3 shall not have any unguarded openings; and

3.6.4 shall have each component secured against slipping from its supports. O. Reg. 213/91, s. 135 (1); O. Reg. 527/00,

3.7 Platforms not Fully Decked

3.7.1 All scaffold platforms must be at least 460mm (18inches) wide. All platforms above 2.4 metres (8 feet) must be fully decked.

3.8 Platforms without Guardrails

3.8.1 Guardrails are required during normal use for all scaffold platforms over 2.4 metres (8 feet) high.

3.8.2 Guardrails for all working platforms must consist of a top rail, a mid rail and a toe board.

3.9 Electrical Contact with Overhead Wires

3.9.1 Before attempting to move rolling scaffolds in outdoor open areas, check the route carefully to ensure that no overhead wires are in the immediate vicinity.

3.9.2 Table 1: Minimum Distance from Power Lines

Voltage Rating of Power Line	Minimum Distance
750 to 150 000 volts	3 metres (10 feet)
150 001 to 250 000 volts	4.5 metres (15 feet)
over 250 000 volts	6 metres (20 feet)

3.10 Rolling Scaffolds with Workers on the Platform

3.10.1 It is prohibited to move a rolling scaffold with workers on the platform.

3.11 Defective Scaffolding

3.11.1 You must notify your supervisor immediately if any defects are found on the bakers scaffold during your inspection and use.

3.12 Inspections

3.12.1 **ONLY COMPETENT PERSONNEL TO CARRY OUT SCAFFOLDING INSPECTIONS, ERECTING AND DISMANTLING.**

3.12.2 Scaffold materials shall be inspected before use or at least weekly for;

- **3.12.2.1** Damage to structural components
- **3.12.2.2** Damage to hooks on manufactured platforms
- **3.12.2.3** Splits, knots and dry-rot in planks
- **3.12.2.4** De-lamination in laminated veneer lumber planks
- **3.12.2.5** Presence of all necessary components for the job.
- **3.12.2.6** Compatibility of components

4.0 Supporting Document(s): N/A

SPILL RESPONSE AND REPORTING PROCEDURE

1.0 Purpose: We have a strong tradition and commitment to the provision of a safe and secure workplace in support of our staff, employees and visitors. When there has been any spills, leaks, or discharges.

2.0 Definitions:

2.1 Minor Spill: Spills small in size that can easily be contained and cleaned up, do not affect the environment, and are not a health or fire hazard

2.2 Major Spill: Spills large in size, cannot be easily contained or cleaned up, may affect the environment, and are a possible health or fire hazard

3.0 Procedure:

3.1 All equipment and machinery must be inspected by a competent person to ensure its competency. This inspection must also ensure leaks are controlled.

3.2 Appropriate storage containers must be used for all hazardous substances and stored in a manner to prevent contact with incompatible materials and to prevent damage.

3.3 Only one day's supply of hazardous material may be stored inside the building.

3.4 Daily circle checks of vehicles, equipment and machinery must be conducted by the operator.

3.5 Toolbox talks must be conducted for all workers to identify requirements for proper storage of materials (bermed, capped, etc.), dispensing of fuels, and circle checks of equipment/vehicles and reporting of spills.

4.0 Containment of spills/leaks/discharges:

4.1 Equipment, machinery may be equipped with "diapers" where necessary to contain leaks generated through operations. Excessive leaks must be reported and equipment removed from shop/ site.

4.2 Secondary containment will be provided where necessary for stored containers and used at all times. These must be maintained in good condition and be free of any contamination (waste, ice, snow, water, etc.).

4.3 Workers will be instructed in dispensing procedures for fuels and other materials. A drip pan must be used. Bonding and grounding requirements must also be considered.

4.4 Spills containment equipment will be maintained in the shop or on site by the Supervisor, in case of emergencies. Workers must be familiar with use and limitation of equipment and other leak containment.

4.5 Spill containment equipment will be provided at well-identified locations within the shop/ site. Supervisors will be trained in spill response procedures.

5.0 In case of Spill:

5.1 Contain Spill Immediately (only if safe to do so)

5.2 Notify Supervisor right away as time is of the essence when cleaning up a spill.

5.3 For spill response (determine hazards, early reporting and clean up required)

5.4 All spills/leaks or discharges must be cleaned up recognizing worker safety first. Proper protective and clean-up equipment must be readily available and used. NO SHORT CUTS.

5.5 Waste material must be placed in the appropriate containers (45 gal drums with snap rings for hydrocarbon material) and removed to a temporary storage area off the site area until disposal has been arranged. Secondary containment must be provided at temporary storage area.

5.6 Clean up must be done in accordance with company policies, or where required, the client safety and environment coordinator or an approved waste management contractor.

5.7 Should the company be required to clean up an unreported spill or have to summon professional assistance this will be done at cost to the identified subcontractor or, where the responsibility cannot be defined, at cost to all subcontractors. This will also cause an audit of all equipment and equipment inspections to be performed.

6.0 Disposal of Waste Material:

6.1 Waste hauler identification and registration through MOE

6.2 End source for subject waste

6.3 Application for an approved client waste drum removal

6.4 If Required: This information will be submitted to the client environmental coordinator on a waste manifest.

7.0 Review/Reporting of Spill/Leaks/Discharges

7.1 All incidents of spills, leaks or discharges must be reported Management will investigate to determine if external reporting (ie. Ministry of Environment) is required.

7.2 Failure to report spills will result in discipline to the responsible employee or subcontractor.

7.3 Reports must be made using an approved spill report.

7.4 Spills will be reviewed as part of the company's daily inspection process.

NAIL GUN
OPERATING PROCEDURE

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when using pneumatic nail guns for fixing fasteners into timber. This procedure applies to all employees, job sites and facilities.

2.0 Definitions:

2.1 Guard: A device that prevents access to dangerous moving parts of a machine while the machine is in operation

2.2 Contact Trigger: Allows the gun to fire any time the trigger is held down and the nose is depressed against a surface

2.3 Sequential Trigger: Only fires when the nose is depressed against a surface before squeezing the trigger. To fire a second nail you must release and press the trigger and/or release and depress the nose.

3.0 Controls:

3.1 Nail gun safety can be increased if workers know the difference between a contact trigger and a sequential trigger.

3.2 Sequential-trip triggers are much safer than contact-trip triggers, which can fire accidentally if the nail gun recoils or the operator bumps against a surface or worker.

4.0 Procedures:

4.1 Safety Practices to Follow

4.1.1 Before doing any sort of maintenance on your nail gun, whether reloading it or clearing out a jam, disconnect it from its air source and electrical source to ensure there is no released energy.

4.1.2 Always wear the proper personal protective equipment including safety glasses while using and handling the gun.

4.1.3 Keep free hand clear of the discharge area when firing. Never carry the gun with your finger on the trigger.

4.1.4 Avoid nailing into knots or unsound timber.

4.1.5 Do not skew nail or fire too close to edge of material.

4.1.6 Always remove finger from trigger when not firing.

4.1.7 Never point the gun at another person, or yourself.

4.1.8 Always disconnect air hose immediately after use.

4.1.9 When not in use, engage the trigger safety device or disconnect the power source.

4.1.10 Never modify safety features, such as tying or wiring the nose contact in the activated position.

4.1.11 Never allow people who have not been trained to operate a nail gun.

4.1.12 Always use the proper type of nails in the gun.

4.1.13 Never overextend your reach when you are using the gun. Hold it firmly in your hands.

4.1.14 Always check the manufacturer's instructions.

4.2 Pre-Start Checks

4.2.1 Ensure safety mechanism and trigger are moving freely, and all retaining screws are secure.

4.2.2 Ensure airlines and fittings are in good working order and free from tangles and leaks.

4.2.3 Ensure nail cartridge is free from obstructions.

4.2.4 Inform your supervisor immediately if any defects or hazards are noted and remove the nail gun from use.

4.2.5 Do not place air hose and electrical cords in a way that may endanger a worker.

4.3 Operational Procedure

4.3.1 Always read and follow manufacturer's instructions prior to use.

4.3.2 Complete a visual pre-use inspection of the nail gun to ensure it is free of any defects.

4.3.3 Insert nails into the magazine.

4.3.4 Pull the spring-loaded feeder back and allow it to click into place.

4.3.5 Position the safety element against the work surface and pull the trigger to fire.

4.3.6 Always disconnect air hose immediately after use.

4.3.7 When not in use, engage the trigger safety device or disconnect the power source.

5.0 Supporting Documents: N/A

TABLE SAW OPERATING PROCEDURE

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when using table saws. This procedure applies to all employees, job sites and facilities.

2.0 Definitions:

2.1 Guard: A device that prevents access to dangerous moving parts of a machine while the machine is in operation

2.2 Lockout: A procedure that prevents a machine from starting or moving while a worker is repairing or maintaining it, or shuts off power to electrical panels and/or machinery to prevent electrocution

3.0 Procedures:

3.1 Prior To Operating Table Saw:

3.1.1 Always read and follow the manufacturer's instructions.
3.1.2 Make sure you understand instructions before attempting to use any tool or machine.
3.1.3 Learn the applications and limitations for use.
3.1.4 Complete a pre-use inspection of the table saw to ensure it is free of any defects and safe for use.

3.2 AVOID the Following:

3.2.1 Do not saw freehand.
3.2.2 Always hold the stock firmly against the mitre gauge or a rip fence to position and guide the cut.
3.2.3 Do not use the saw without the guard engaged.
3.2.4 Do not reach around and over moving blades.
3.2.5 Do not leave a saw running unattended. Turn off the power and make sure the machine has stopped running before leaving the area.

3.3 Safe Operating Procedures:

3.3.1 Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
3.3.2 Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
3.3.3 Wear protective footwear when required.
3.3.4 Pay particular attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).
3.3.5 Choose proper blades for the type of work being done.
3.3.6 Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.
3.3.7 Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.

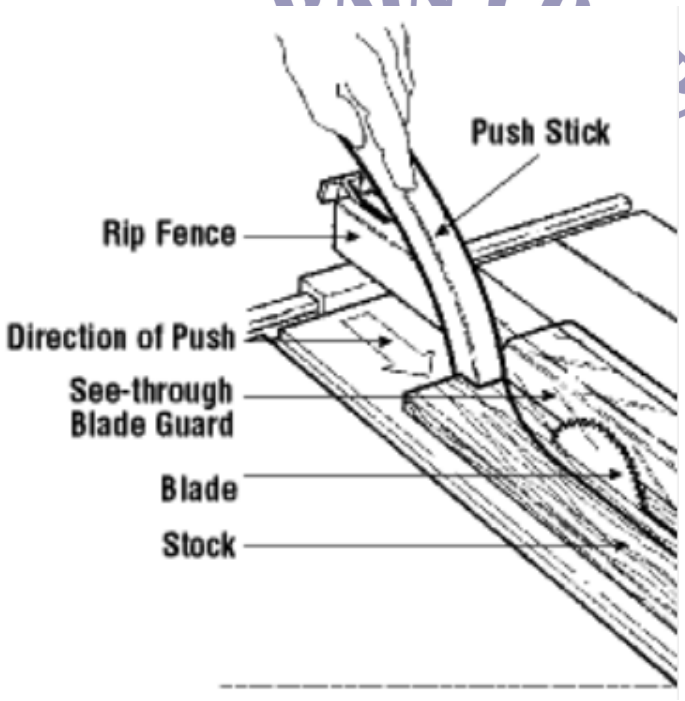
3.3.8 Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. The blade height should be set so it does not extend more than about 3 mm (1/8 in) above the height of the piece being cut.

3.3.9 Ensure that the fence is locked in position after the desired width has been set.

3.3.10 Hold the work piece firmly down on the table and against the fence when pushing the wood through.

3.3.11 Ensure that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. If an assistant is at the back (outfeed) end of the saw, an extension table should be in place so the back edge is about 1.2 m (4 ft) from the saw blade. The assistant should wait for the work piece to reach the edge of the extension table and should not reach toward the saw blade.

3.3.12 Feed stock into the blade against the direction of its rotation.



3.3.13 Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.

3.3.14 Use a push stick when ripping narrow or short stock (e.g., when the fence is set less than about 15 cm (6 in) from the blade; when the piece is less than 30 cm (12 in) long or when the last 30 cm (12 in) of a longer piece is being cut). Refer to ripping applications in the manufacturer's instruction manual.

3.3.15 Use the push stick to remove the cut piece from between the fence and the blade.

3.3.16 Keep hands out of the line of a saw blade.

3.3.17 Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.

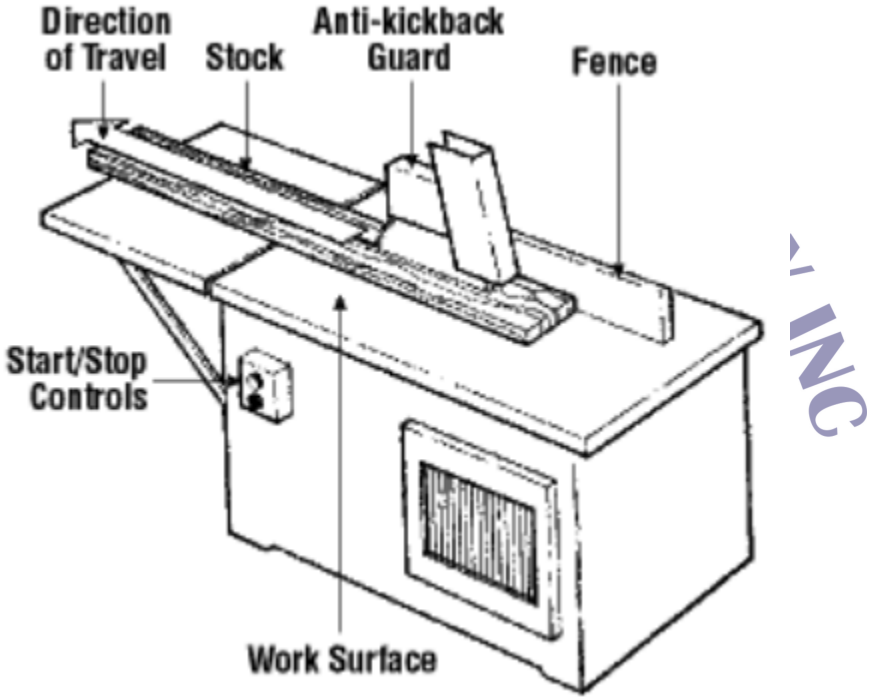
3.3.18 Keep the body and face to one side of the saw blade out of the line of a possible kickback.

3.3.19 Provide adequate support to the rear and sides of a saw table for wide or long stock.

3.3.20 Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.

3.3.21 Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.

3.3.22 Use the proper sawdust exhaust systems as required by operation.



3.4 Source: Canadian Centre for Occupational Health and Safety: https://www.ccohs.ca/oshanswers/safety_haz/woodwork/tbl_saw.html

4.0 Supporting Documents: N/A

ELECTRICAL SAFETY

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when using electrical safety. This procedure applies to all employees, job sites and facilities.

2.0 Procedures:

2.1 Prior To Operating:

2.1.1 Only qualified electricians may perform any tie-ins to electrical equipment.

2.1.2 Prior to performing any tie-ins, maintenance or repairs on electrical equipment, power sources must be de-energized, locked out and tested.

2.1.3 Locks, blocks, pins and tags may not be removed without the express permission and presence of the Site Superintendent. Every attempt must have been made to find the lock owner. Where the lock is to be cut, the Site Superintendent and a Certified electrician shall walk the area to look for workers and tools which may be exposed and post warnings prior to energizing equipment.

2.2 ENSURE the Following:

2.2.1 Report defective electrical equipment to your supervisor immediately.

2.2.2 Electrical panels and disconnects must not be covered or hidden by articles of clothing, materials or machinery.

2.2.3 All electrical cords and equipment must be effectively grounded, extension cords must be equipped with a ground connection. Number 2 prong cords are permitted sec 195.

2.2.4 Extension cords must be inspected and maintained in proper working order.

2.2.5 Connections between electrical extension cords and power tools cords, must not to be tied off.

2.2.6 Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.

2.2.7 Report any loose, unprotected wires/ cables to your supervisor.

2.2.8 Eenergized overhead conductors must be identified with the appropriate signage.

2.2.9 Temporary electrical panels must be equipped with a protective cover sec 194.

3.0 Supporting Documents: N/A

MACHINERY/EQUIPMENT

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when using machinery/equipment. This procedure applies to all employees, job sites and facilities.

2.0 General:

2.1 DO NOT use defective equipment and beware of the hazards of YOUR equipment. Ensure that all rented equipment arrives in good condition and with operator's manual and drawings, before acceptance.
2.2 All moving equipment or machines (i.e. Excavator, backhoe) must be regularly inspected at intervals indicated by the manufacturer.
2.3 The operators manual must be kept readily available on the project
2.4 Keep records of all maintenance reports with the equipment. Annual inspections are required for all equipment rated 10 horse power or greater sec 94 (2)
2.5 Only authorized and trained personnel are to operate or perform maintenance on the machinery.
2.6 Workers must see and be seen at all times, and ensure eye contact with the operators.

3.0 Procedure for Excavators / Backhoes

3.1 Equipment is only to be operated by trained and authorized personnel
3.2 No loads are to be transported in such a manner that may endanger a worker or the operator of the vehicle
3.3 Lift only stable, secure loads
3.4 All workers need to understand the importance of knowing where moving equipment, machinery or vehicles are operating.
3.5 Always be alert and aware of your surroundings
3.6 Always be seen and make eye contact with the operator of the equipment.
3.7 When oncoming equipment is working or moving in close proximity, be ALERT and ensure that you are not in a pinch or crush situation (have an escape route)
3.8 Only competent and authorized persons are allowed to and/or perform maintenance. If Maintenance work is done on equipment, always ensure that the bucket and/or other components that may potentially move are properly blocked and cannot move.
3.9 Before you start a machine, ensure guards and safety devices are in place and properly adjusted. Conduct a circle check.
3.10 Do not use defective equipment and beware of the hazards of your equipment. Ensure that all equipment (owned or rented) arrives in good condition and with operators manual, before acceptance
3.11 Where appropriate, check oil, water and fuel levels, fuel leaks, batteries, tires, horn, lights, controls, steering, brakes, limit switches and cleanliness. Ensure all guards, enclosures or covers are in place
3.12 Maintain records of all maintenance all equipment or machines (i.e. must be regularly inspected and logs maintained)

MACHINERY/EQUIPMENT

4.0 ENSURE the Following:

- **4.1** Try to keep your footwear and steps free of mud when possible
- **4.2** Use the steps that are provided
- **4.3** Always face the equipment
- **4.4** Use the handhold to assist you and maintain three point contact at all times
- **4.5** Use the same procedure each time and avoid rushing
- **4.6** Hold onto the handholds until you have a firm footing
- **4.7** No riders are allowed on the any part of the load or equipment unless the equipment is equipped with a passenger seat and seat belt.
- **4.8** Operators must use seat belts when operating moving machinery/equipment or vehicles
- **4.9** Never move equipment in reverse without ensuring that the path is clear. If your view is obstructed, ensure that a signal person with a clear view of your vehicle and the intended path is used to assist
- **4.10** When equipment is not in use, find a level safe parking space, park the vehicle in accordance with the manufactures instructions for the vehicle and as a minimum lower attachments to the ground, place the transmission control devices in natural and engage the transmission control lock (Bulldozers) set the parking brake, ensure that the keys are removed.
- **4.11** When required to park equipment on a slope, park at right angles to the slope.
- **4.12** Operators must never leave the controls of a forklift, back hoe, front-end loader, bulldozer, or crane or other similar hoisting device with the load raised, blade raised forks raised, or bucket raised section 102
- **4.13** When equipment or machinery gets stuck—advise your supervisor immediately and do not allow your vehicle to be pushed or pulled, rather notify your supervisor immediately in order to assess the situation.

5.0 Vehicles

- **5.1** Circle check your vehicle at the beginning of your shift
- **5.2** Obey all rules while on public streets and job sites
- **5.3** Obey speed limit at all times
- **5.4** Travel at a safe distance behind other vehicles
- **5.5** Never exceed the vehicle load rating capacities
- **5.6** Turn the ignition off and set the brake, when the vehicle is unattended **"WEAR YOUR SEAT BELTS"**

6.0 Supporting Documents: N/A

MATERIAL STORAGE

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when storing material. This procedure applies to all employees, job sites and facilities.

2.0 Definitions:

2.1 Material-Matter from which a thing is or can be made

3.0 Procedure:

3.1 All materials are to be stored in an organized manner in the designated storage areas as allowed by the constructor.

3.2 Heavy loads are to be placed in areas, which are capable of supporting all loads that are likely to be applied.

3.3 Materials must be stored in such a manner that they will not tip, collapse, roll or fall, sec 39

3.4 Objects or materials are ***not to be*** projecting from loads in a dangerous manner.

3.5 Materials ***must not*** obstruct access areas sec 72.

3.6 Workers must ensure a clear path to and from their work areas is maintained for emergency situations sec 71.

3.7 Flammable materials (ie glue, gasoline etc) must not be stored near sources of ignition.

4.0 Supporting Documents: N/A

FENCING AND HOARDING

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when installing fencing/hoarding. This procedure applies to all employees, job sites and facilities.

2.0 Procedure for fencing, hoarding and Other Precautions

2.1 Appropriate fencing, hoarding, covered ways and other precautions (i.e. fire routes/ escapes, dust barriers, etc.) must be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary) for the general public or occupants.

2.2 Fencing, hoarding, covered ways and other precautions (i.e. fire routes/escapes) may only be altered or removed with the expressed authorization of the company and governing authorities (i.e. Ministry of Labour, Fire Marshall, etc.)

2.3 Additional precautions must be taken by the Subcontractor to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factor provided by existing precautions.

2.4 If material may fall on a worker, overhead protection shall be provided. Overhead protection shall consist of material capable of supporting 2.4 kilonewtons per square metre.

2.5 If work on a project may endanger a person using a public way, a sturdy fence at least 1.8 metres in height shall be constructed between the public way and the project.

3.0 Supporting Documents: N/A

CARBON MONOXIDE

1.0 Purpose: The purpose of this procedure is to ensure that employees are protected from potential hazards when exposed to Carbon Monoxide. This procedure applies to all employees, job sites and facilities.

2.0 Definitions:

2.1 Carbon Monoxide (CO): is an odorless, tasteless gas, which can accumulate in low – lying areas. Most often, this gas is a bi-product of burning fuels.

3.0 Signs and Symptoms:

3.1 Prolonged Head Aches
3.2 Dizziness
3.3 Drowsiness Pale – Blueish Skin
3.4 Nausea

4.0 Precautions

4.1 Air quality testing prior to entering a designated confined space
4.2 Ensure adequate ventilation
4.3 Continuous air quality monitoring when using specific gas powered equipment when exhaust cannot be vented outside. Such as in designated confined Spaces and areas where the ventilation is poor and burning of fuels is taking place

5.0 Supporting Documents: N/A

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Concrete Basement Floor Construction

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Hazardous Atmosphere, Material Handling, Wheel Barrel Power Trowel Usage**
	Falls, Access and Egress, MSD's

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods		
1	**C**	Visual examination of the work area and tools each day to determine hazards prior to the commencement of work. Reg. Sec. 15
2	**B**	Ensure a clear route with a firm footing and ramps for access and egress from the road to the work area and ramp into the basement. Reg. Sec. 72
3	**B**	Placement of warning signs prior to removing any guardrails/ floor openings. Reg. Sec. 26.3(3)
4	**B**	Following the proper fall prevention techniques, the removal of the guardrails and/or floor coverings which may be done to allow access into the basement. Reg. Sec. 26.1
5	**B**	Use the temporary or permanent stairs to access the basement. Do not alter, remove or modify the stair installation, including the handrail on the stair. Reg. Sec. 31, 75
6	**C**	Set up extension cord to provide temporary supplied power for electrical tools. ONLY use electrical outlets that have functional Ground Fault Circuit Interrupters (GFCI) as a feature. The extension cords and the tool cords will be visually examined to ensure that the ground pin has not been removed, that there are not any cracks or defects in the outer casing of the cord. Reg. Sec. 195, 195.1, 195.2
7	**C**	Ensure that the work area has sufficient light to safely perform the required work tasks. If there is not sufficient light to conduct the work, temporary lighting must be enclosed with a mechanical protection device. Reg. Sec. 45
8	**C**	Using proper material handling techniques, unload the tools and wheel barrels from the company vehicles to the location of use. Reg. Sec. 37
9	**C**	Level the gravel in the basement using rakes, wheel barrels and shovels. Plate compactor may be required Reg. Sec. 47 (ventilation)

10	**C**	Co-ordinate the concrete mixing truck, gravel truck and employees on site. Have a trained signal person available with traffic vest to assist as needed. Reg. Sec. 104
11	**C**	The concrete truck will backup to unload the concrete into a secured and supported chute that is directed through a basement opening.
12	**C**	Distribute the concrete throughout the basement using wheel barrels/ concrete pumps
13	**C**	Level & screed the concrete using handheld tools including a darby and/ or a 2x4 screed.
14	**C**	Lower into the basement a power rotating trowel using a minimum of two workers. Reg. Sec. 37
15	**C**	Follow the safe operation procedure for the usage of power trowel.
16	**B**	Ensure adequate ventilation while using any fuel powered equipment in an enclosed building or area. Reg. Sec. 46, 47
17	**C**	Removal of the power trowel from the basement with a minimum of two workers.
18	**C**	A hand trowel may be used to provide a finished surface. Knee pads may be used.
19	**B**	Following the proper fall prevention techniques, replace the guardrails and floor coverings and removal of any warning signs. Reg. Sec. 26.1
20	**B**	Ensure that the replaced guardrails and floor coverings are secured in place. Reg Sec.26.3

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field | Office | Shop

Job/Task	Extension of the Sewer/ Water Lines
Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Trench Collapse, Contact With Utilities, Struck By Equipment And Material, Falls, Material Handling, Access And Egress, MSD's, Chemical Hazard**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	Before digging, determine locates for the underground utility & municipal services. Call before you dig. Collect current locates from service provider, a copy to remain with the excavator and constructor (if applicable). Reg. s. 228
2	**B**	Prior to entry, visual examination of the trench to determine hazards/ soil conditions/ adequate cutbacks/ access and egress/ clearances/ shoring methods if needed. Reg. s. 234
3	**B**	Ensure excavated material, tools and equipment are at least 1 metre away from top of excavation. Reg. Sec. 233
4	**C**	Ensure one worker is stationed at the top of the trench at all times when workers are in the trench. Reg. Sec. 225
5	**C**	Using proper material handling techniques, load the materials from the storage yard or compound onto the company vehicle for transporting to the work area. Reg. s. 37
6	**B**	Using proper material handling techniques, unload the material from the company vehicles to the work area. Avoid twisting and ensure stable footing. Reg. s. 37
7	**B**	Provide safe access and egress with ladders and/or excavated ramps. Reg. s. 70, 71
8	**C**	Cut the PVC pipe to the measurements of the trench use appropriate tools supported on the trench bank at waist height whenever possible.
9	**C**	Using PVC glue, attach the made to measure length of PVC pipe to the existing sewer lines. Assemble drainpipe as needed. WHMIS requirements
10	**C**	Extension of the waterline by uncoiling the provided copper water lines from curb stop to the house/ work area when required.
11	**C**	Cover the PVC pipe with gravel as required my local authorities. Provide a trained signal person available with traffic vest to assist as needed. Reg. s. 104 (3) & (4)
12	**C**	Perform the ball test. Provide a top man at the trench while the test is being performed.

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Fall Protection/Working at Heights While Forming Balconies & Structural Suspended Slabs

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Falls, Guard Rail Removal, Floor Openings, Equipment Failure,**
	Material Handling

Personal Protective Equipment Required

1	Hard Hat	☐	4	Traffic Vest	☐
2	Safety Boots	☐	5	Gloves	☐
3	Safety Glasses	☐	6	Fall Arrest Harness	☐

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	All workers working at heights must receive training regarding the specific fall protection equipment and procedures they will use prior to the commence of work available on site. Reg. s. 26.2
2	**A**	All workers must wear fall protection when working at heights of 3 meters or more. Reg. s. 26.1, 26.3(3)
3	**B**	Shock absorbing lanyard may be included in the fall arrest system based on clearance. Reg. s. 26.6(1)
4	**B**	Fall arrest equipment must be inspected prior to every use and have a snug fit to the worker. If there are any defects, bring it immediately to the attention of the Supervisor. DO NOT WEAR IT! Tag it out of commission and remove from service. Reg. s. 26.6(6)
5	**A**	Lanyards must be tied off to an anchor point which is capable of withstanding at minimum (16 kilonewtons or 3600 lbs) of force. Reg. s. 26.7 Install temporary anchors in accordance with manufacturer's instructions.
6	**C**	If guardrails or floor coverings are removed to complete a task, ensure they are reinstalled immediately after the work is completed. Full fall protection must be worn during the time when the guardrails and floor coverings have been removed. Reg. 26.3(3)
7	**B**	Reinstall guardrails to meet the requirements in Reg. Sec. 26.3.
8	**C**	Ensure the job task you are performing will not damage the straps or hardware of the fall arrest system you are wearing. Reg. s. 26.9(2)
9	**B**	A rescue plan must be in place in the event of a fall of a worker and communicated to all site workers. The importance of responsibility and quick action must be stressed to all workers to reduce any further trauma to the worker who has fallen. Reg. s. 26.1(4)
10	**A**	Rescue options to consider: Ladder, Powered Elevating Platforms, Scaffold System **In extreme cases - call 911 emergency rescue**
11	**C**	Site management must ensure that everyone on site is aware of the: **1. Rescue plan; 2. Equipment and other resources are available; and** **3. That all workers working at heights are properly trained and equipped.**

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field | Office | Shop

Job/Task	Fuel Handling

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Burns, Vapours, Splash into the Eyes, Contact with Skin, Material Handling**
	Storage Ground Conditions, Strains and Sprains

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods		
1	**B**	Always handle flammable liquids in well ventilated areas or outdoors Reg. Sec. 43(2)
2	**B**	Do not store more than one days volume of fuels indoors. Only use appropriate fuel storage containers. Reg. Sec. 43(1)(3)
3	**B**	Never refuel with flammable liquids while in the presence of an open flame, spark or other source of ignition.
4	**B**	Ensure appropriate container and labels for all WHMIS regulated materials on site.
5	**C**	Wear all required Personal Protective equipment as per the manufacturers and legislated requirements. Reg. Sec. 21
6	**C**	Have a 4A40BC fire extinguisher charged and in proximity to job task. Reg. Sec. 52(2)(a)
7	**C**	Fire Extinguishers to be checked by a competent worker once monthly and certified annually by the supplier to ensure adequate pressure level. This Process must be documented when completed. Reg. Sec. 55
8	**C**	Always use pouring spout and air pressure equalizer that are provided on fuel container to ensure an even flow while refueling as per manufactures instructions. Reg. Sec. 93
9	**C**	All fuel containers must be stored out of direct sunlight.
10	**C**	Refueling and the main work tasks will take place in separate areas to prevent potential ignition sources.

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field [ ] Office [ ] Shop [ ]

Job/Task	Safe Operation and Handling of a Power Trowels

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Slips, trips and strains, Hazardous Atmosphere, MSD's, Burns, Equipment Handling, Guarding Removed, Protruding Objects**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods		
1	**C**	Ensure the power trowel is secured during transportation. Reg. s. 37
2	**C**	Conduct a visual pre-use inspection of the power trowel to determine any physical defects, or missing guards. Concerns to be forwarded to the Supervisor and to head office. Reg. s. 93(1), 109
3	**B**	If defects or missing guards are found, then the power trowel must be identified, removed from service, and brought to the attention of the foreman and returned to head office for repaired . Reg. s. 93(1), 109
4	**B**	Refueling of the power trowel will be completed while the engine is cool and before the trowel is manually transported to the work area. No additional fuel will be brought into the work area. A fire extinguisher is required to be provided and readily accessible where other gas powered equipment is being refueled. Reg. s. 52(2)(a)
5	**C**	Ensure that the area where the power trowel will be operated has adequate ventilation. Reg s. 46, 47
6	**C**	When manually transporting the power trowel from the vehicle into the work area, a minimum of two workers will lift & carry the trowel from the vehicle into the work area. Reg. s. 37
7	**B**	Using proper material handling techniques, unload the material form the vehicle to the unit. Reg. s. 37
8	**B**	When lowering the power trowel into a basement, minimum of two workers will be required. Reg. s. 37
9	**B**	To start the power trowel, switch machine to the on position, engage the safety switch, open fuel valve, open the choke, and manually pull cord to start the engine.
10	**C**	Once the engine is started, close the choke and allow the motor to warm up then throttle up to reach working speed. Reg. s. 46, 47
11	**C**	To power down the power trowel, lower the throttle, move the engine switch to the off position and close the gas valve before transporting.
12	**B**	To transport the power trowel, allow the engine to cool down, a minimum of two workers will manually remove the power trowel and transport it from the work area. Reg. s. 37

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Safe Operation and Handling of a Power Trowels

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Slips, trips and strains, Hazardous Atmosphere, MSD's, Burns, Equipment Handling, Guarding Removed, Protruding Objects**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods		
1	**C**	Ensure the power trowel is secured during transportation. Reg. s. 37
2	**C**	Conduct a visual pre-use inspection of the power trowel to determine any physical defects, or missing guards. Concerns to be forwarded to the Supervisor and to head office. Reg. s. 93(1), 109
3	**B**	If defects or missing guards are found, then the power trowel must be identified, removed from service, and brought to the attention of the foreman and returned to head office for repaired . Reg. s. 93(1), 109
4	**B**	Refueling of the power trowel will be completed while the engine is cool and before the trowel is manually transported to the work area. No additional fuel will be brought into the work area. A fire extinguisher is required to be provided and readily accessible where other gas powered equipment is being refueled. Reg. s. 52(2)(a)
5(a)	**B**	Ensure that the area where the power trowel will be operated has adequate ventilation. Reg s. 46, 47
5(b)	**B**	If the house is occupied use alternative method to gas powered trowel.
6	**C**	When manually transporting the power trowel from the vehicle into the work area, a minimum of two workers will lift & carry the trowel from the vehicle into the work area. Reg. s. 37
7	**B**	Using proper material handling techniques, unload the material form the vehicle to the unit. Reg. s. 37
8	**B**	When lowering the power trowel into a basement, minimum of two workers will be required. Reg. s. 37
9	**B**	To start the power trowel, switch machine to the on position, engage the safety switch, open fuel valve, open the choke, and manually pull cord to start the engine.
10	**C**	Once the engine is started, close the choke and allow the motor to warm up then throttle up to reach working speed. Reg. s. 46, 47
11	**C**	To power down the power trowel, lower the throttle, move the engine switch to the off position and close the gas valve before transporting.
12	**B**	To transport the power trowel, allow the engine to cool down, a minimum of two workers will manually remove the power trowel and transport it from the work area. Reg. s. 37

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field | Office | Shop

Job/Task	Installation of the Drain Pipes Inside work area and Sleeving of Footing

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Excavation Collapse, Struck By Equipment And Material, Material Handling, Falls, Access And Egress, MSD's, Chemical Hazards, Noise**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	Visual examination of the basement excavation to determine hazards/ soil conditions/ adequate cutbacks/ access and egress/ clearances if needed. Reg. s. 234
3	**B**	Using proper material handling techniques, load the materials from the storage yard or compound onto the company vehicle for transporting to the work area. Reg. s. 37
4	**C**	Using proper material handling techniques, unload the material form the company vehicles to the location of use. Reg. s. 37
5	**B**	Install a safe means of access and egress with ladders or excavated ramps. Reg. s. 70, 71
6	**C**	Layout the excavation to determine the location, slope and placement of the PVC pipes.
7	**C**	Set up extension cord to provide temporary supplied power for electrical tools. ONLY use electrical outlets that have functional Ground Fault Circuit Interrupters (GFCI) as a feature. The extension cords and the tool cords will be visually examined to ensure that the ground pin has not been removed, cracks or defects in the outer casing of the cord. Reg. s. 195, 195.1, 195.2, 195.3
8	**C**	Using a electric spade shovel and/or pick, dig the trench to the appropriate depth required for the slope needed for the drain system.
9	**C**	Cut the PVC pipe to the measurements of the trench using appropriate tools supported on a bench or by other suitable means if possible.
10	**C**	Using PVC glue, attach the measured length of PVC pipe to the existing drain pipe lines.

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Porch Construction and Form Work/ Pouring Concrete

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H&S Coordinator in conjunction with Senior Management
Main Hazards	**Eye, Falls, Ergonomic Hazards, Strains and Sprains, Material Handling, Protruding Objects, Powdered Actuated Tools**

Personal Protective Equipment

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	Visual examination of the work area and tools to determine hazards and site traffic.
2	**B**	Ensure a clear route with firm footing for access and egress from the road to the work area. Reg. s. 70
3	**C**	Using proper material handling techniques, load the materials from the storage compound for transporting to the work area. Reg. s. 37
4	**B**	Using proper material handling techniques, unload the material to the location of use.
5	**C**	Set up extension cord to provide temporary supplied power for electrical tools. ONLY use electrical outlets that have functional Ground Fault Circuit Interrupters (GFCI) as a feature. The extension cords and the tool cords will be visually examined to ensure that the ground pin has not been removed, that there are not any cracks or defects in the outer casing of the cord. Reg. s. 195, 195.1, 195.2, 195.3
6	**C**	Measure the perimeter of the foundation where the porch will be formed to determine set up for false work where the concrete will be placed. Install false work (formply and supports) for porch slab in accordance with the OCDCA standard drawings for timber formwork for porch slabs. Reg. s. 87
7	**C**	Construct the wooden perimeter bulk head to the required length using a circular saw. Reg. s. 24
8	**C**	Fasten the perimeter bulk head on the inside and outside of the foundation using powder actuated tools or concrete nails to support the base needed to form the porch. Reg. s. 24
9	**C**	Placement of the rebar (follow placement of rebar for porch procedure)
10	**B**	**Do not** remove the temporary support and bracing for a canopy above the porch. Reg. s. 31
10a	**C**	removed - the base of the supports will be protected using styrofoam or other suitable material to allow
10b	**C**	installed
11	**B**	Using proper traffic control plans, co-ordinate the concrete mixing truck and employees. Reg. s. 104
12	**C**	Employee holds the concrete pouring chute over the porch forms. Ensure an even distribution.
13	**C**	Concrete is filled to the pre-indicated level on the form.
14	**C**	Wait for the concrete to set to provide a finished surface.

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

Foreman _____ Date: _____

Constructor's Supervisor _____ Date: _____

We do not encourage the removal of, or alteration of any temporary supports or temporary bracing installed by others.
We will make every attempt to carry out our work with the temporary supports for the porch canopy in place.

CADETTA DRAIN COMPANY INC

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Reinforcement Using Rebar and Wire Mesh

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Material Handling, Eye Hazards, Noise, Fire Hazard, Strains and Sprains, Dust, Traffic Hazards, Protruding Hazards**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods		
1	**C**	Using proper material handling techniques, load and secure the materials from the delivery truck or storage compound onto the company vehicle for transporting to the work area. Reg. s. 37
2	**C**	Using proper material handling techniques, unload the material from the vehicle to the work area. Reg. s. 37
3	**B**	Set up extension cord to provide temporary supplied power for electrical tools. ONLY use electrical outlets that have functional Ground Fault Circuit Interrupters (GFCI) as a feature. The extension cords and the tool cords will be visually examined to ensure that the ground pin has not been removed, that there are not any cracks or defects in the outer casing of the cord. Reg. s. 195, 195.1, 195.2, 195.3
4	**B**	Refer to false work drawings (Common OCDCA Drawing Guidelines) for porch construction to determine the placement of the rebar. Measure the area where the rebar or wire mesh is to be placed to determine the required lengths. Reg. Sec 87
5	**B**	Cut the rebar or wire mesh to the required measurements as needed with the use of a bolt cutter or gas powered quick cut saw and all required PPE. Reg. s. 21, 24, 25(b)
6	**C**	A fire extinguisher is required to be provided and readily accessible where any gas powered equipment is being used. Reg. s. 52(2)(a) When using quick cut saw ensure no flammable materials in area where cutting.
7	**C**	Insert the rebar into the grade beam pockets. If these pockets in the foundation are missing, use an electric chipping gun may be required. Reg. s. 21, 24, 25(b), 59
8	**C**	Place rebar or wire mesh and tie all lengths together using tie wire. (Use flat sheet mesh where possible)

HAZARD RATING DESCRIPTION

A = High likelihood of personal injury or facility, material or equipment damage

B = Moderate likelihood of personal injury or facility, material or equipment damage

C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

CADETTA DRAIN COMPANY INC

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Shop ☐

Job/Task	Stripping the Formwork and False work for Porch Slabs

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H&S Coordinator in conjunction with Senior Management
Main Hazards	**Eye, Falls, Ergonomic Hazards, Strains and Sprains, Material Handling, Protruding Objects, Collapse**

Personal Protective Equipment

1	Hard Hat		4	Traffic Vest	
2	Safety Boots		5	Gloves	
3	Safety Glasses		6	Appropriate Attire	

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	Visual examination of the work area and tools to determine hazards.
2	**B**	Ensure a clear route with firm footing for access and egress. Reg. s. 70, 71
3	**B**	Ensure that the concrete slab has reached sufficient strength to be self supporting prior to removing any formwork. Reg. s. 88
4	**C**	Provide sufficient task lighting. Reg. s. 45
5	**B**	Using proper material handling techniques, systematically remove the supports for the underside of the porch slab, ensuring a clear path as an escape route is available at all times. Reg. s. 35, 37, 72
6	**B**	Strip the remaining formwork material and remove nails. Cut off any protruding objects. Reg. s. 36, 37
7	**C**	Using proper material handling techniques, carry formwork material to vehicle and remove to the company yard or the disposal area. Reg. s. 37

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

Safety Representative: _____ Date: _____

Senior Management: _____ Date: _____

RECOMMENDED SAFE OPERATING PROCEDURE

Field ☐ Office ☐ Industrial ☐

Job/Task	Trenching/Excavation For Sewers

Date of Implementation:	May 1, 2014
Annual Review Date:	1st Week of May
Procedure Developed By:	H & S Coordinator in conjunction with Senior Management
Main Hazards	**Collapse, Contact with Utilities, Cave-in, Falls, Hazardous Atmospheres, Water Accumulation, Sprains & Strains**

Personal Protective Equipment Required

1	Hard Hat		4	Traffic Vest		
2	Safety Boots		5	Gloves		
3	Safety Glasses		6	Appropriate Attire		

Steps for Safe Operation Including Hazard Controls/Safe Work Methods

1	**C**	Before digging, determine locates for the underground utilities & municipal services. Call before you dig. Collect current locates from service provider, provide a copy to the excavator and constructor (if applicable). Reg. s. 228
2	**B**	Pre-inspection of site (i.e. lumber, masonry, other equipment, spoil pile limitations, road blockage, scaffolds)
3	**C**	Ensure proper means of access and egress is available (i.e. ladder) Reg. s. 70, 71, 225
4	**B**	Prior to entry conduct a visual examination of the trench to determine hazards/ soil conditions/ adequate cutbacks/ access and egress/ clearances/ shoring methods as needed. Reg. s. 234
5	**B**	Ensure stored equipment and materials along the upper edge of the excavation at least 1 meter or 3 feet away from top of excavation. Reg. s. 233
6	**B**	Ensure all excavated material (fill) is a minimum of 1 meter or 3 feet back from the edge of the excavation or trench.(Contact the excavator if the fill is in noncompliance) Reg. s. 233
7	**B**	All required PPE must be worn at all times while on job site. Reg. s. 21, 106
8	**C**	If a shoring system is required it must be designed by a Professional Engineer and properly sized. Documentation to be kept on site. Only work within the protected area Reg. s. 236, 240
9	**C**	Do not allow water to pool at the bottom of the trench. The trench must be kept reasonably free of pooled water. Reg. s. 230
10	**C**	Do not bring compressed gases, gasoline or volatile chemicals into the trench without adequate ventilation. Reg. s. 46
11	**C**	Provided barriers and signs around the top of the trench/excavation. Reg. s. 233(4)
12	**B**	Machine operator to follow the direction of the pitman/signaler at all times when workers on site. Reg. s. 104. Pitman signaler to wear safety vest. Reg. s. 106

HAZARD RATING DESCRIPTION
A = High likelihood of personal injury or facility, material or equipment damage
B = Moderate likelihood of personal injury or facility, material or equipment damage
C = Low likelihood of personal injury or facility, material or equipment damage

S.O.P. Analyzed/Reviewed/Approved By:

JHSC/Worker Representative: _____ Date: _____

Senior Management: _____ Date: _____

JOINT HEALTH AND SAFETY COMMITTEE

1.0 Purpose: If required, when the workplace consists of more than 20 employees, a joint health and safety committee shall be established in accordance with OH&SA, and the following procedure. It is policy to provide greater protection against workplace injuries and illnesses. This cooperative involvement means management and the joint health and safety committee (JHSC) will be committed to improving health and safety conditions in the workplace.

2.0 Definitions: N/A

3.0 Procedure: Form and Function

3.1 Structure

3.1.1 For workplaces with more than 20 employees the joint health and safety committee (JHSC) must consist of ***at least*** one (1) worker members and one (1) management member. If total employees exceed 50, the JHSC is required to have at least two (2) worker members and two (2) management members and at least one worker **and** one management member MUST be certified

3.1.2 The JHSC will meet **at least** quarterly or more frequent as necessary. The minutes of the meeting will be recorded and posted

3.2 Selection Process for the JHSC

3.2.1 **Worker Members:** Will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members. The worker members will be comprised of workers regularly employed at home office as well as in the field

3.2.2 **Management Member:** Senior management will select the management member(s)

3.2.3 **Worker Certified Member:** The employees will decide who will become the certified member(s)

3.2.4 **Management Certified Member:** The management member(s) of the JHSC will decide who will become the certified management member

3.2.5 **Replacement Process of Certified Members:** The same process as above will be used to replace the certified member

3.2.6 **Selection of Worker Co-chair:** The worker members on the JHSC will decide who the worker co-chair becomes

3.2.7 **Selection of the Management Co-chair:** The management members on the JHSC will decide who will become the management co-chair

3.2.8 **Secretary:** A secretary will be assigned by management to attend meetings and produce minutes

3.2.9 If there is difficulty selecting JHSC members, management will:

3.2.9.1 Make additional efforts to promote the benefits of becoming a joint health and safety committee member

3.2.9.2 Educate and train employees on health and safety

3.2.9.3 Provide information to employees on the roles and responsibilities of the joint health and safety committee

3.3 Submission of Recommendations:

3.3.1 **Why:** A function of the JHSC/worker representative is to make recommendations to Management and the employees for the improvement of the health and safety of the employees

3.3.2 **Who can Submit:** The joint health and safety committee

3.3.3 **Who to Submit to:** Senior management

3.3.4 **What can be Submitted:** Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to the employee

3.3.5 **When:** As soon as the danger is identified

3.3.6 **How:** Recommendations must be submitted in writing

3.4 Length of Term: The length of term for JHSC service is *usually* no more than two (2) years from the date of the first attended meeting; however, management members and worker members can remain on the committee provided the selection process has been adhered to. The committee member(s) can be "re-voted in"

3.5 Roles and Responsibilities:

3.5.1 **Employer –** *The employer is responsible for ensuring that;*

3.5.1.1 A location is provided for meetings and chooses a committee member or members

3.5.1.2 The committee is informed of any work related accidents involving injury, death or occupational illness, and providing the committee with the results of any reports relating to the health and safety in the workplace

3.5.1.3 A written response is provided to the committee for any formal written recommendations within twenty-one (21) days

3.5.1.4 If the recommendations are accepted, a timetable for action must be outlined and provided to the committee. If the employer disagrees with the recommendation, reasons must be provided in writing

3.5.2 **Committee -** *the committee has four (4) principle functions;*

3.5.2.1 Identify potential hazards.

3.5.2.2 Evaluate the potential hazards

3.5.2.3 Recommend corrective action(s)

3.5.2.4 Follow up on implemented recommendations

3.6 Function:

3.6.1 Carry out regular inspections of the workplace. Each member will be assigned an area to inspect on at least a monthly basis. This inspection will include but not be limited to, eye wash stations, fire extinguishers and general housekeeping

3.6.2 In some cases, participate in the development of assessment reports and control program reports required under the designated substance regulation

3.6.3 In some cases, JHSC members will be requested to assist in the investigation of a workplace accident

3.6.4 All committee members shall be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into proposed and existing health and safety programs

3.7 Worker access to Committee Information

3.7.1 The names and locations of all joint health and safety committee members shall be posted in the workplace in a conspicuous location likely to come to the attention of all workers. The list will be updated as changes occur to the joint health and safety committee membership

3.7.2 A copy of the *Occupational Health and Safety Act*, as well as other explanatory material will be posted in the workplace

3.7.3 A copy of all Ministry of Labour inspection reports and orders issued, as well as the joint health and safety committee minutes shall be posted in the workplace

3.8 Worker Health and Safety Concerns:

3.8.1 Workers may approach a joint health and safety committee member with a concern about health and safety. In such instances, the member must inform the worker that it is the workers duty under the *Occupational Health and Safety Act* to report his concerns to his supervisor

3.8.2 The member will make every effort to have the worker report to his supervisor, including going with the worker to speak to the supervisor, if necessary

3.8.3 When a supervisor is informed of a worker safety concern, they shall promptly and courteously investigate and address the issue with the worker. If the supervisor cannot correct or resolve the issue at the time of reporting, he shall notify the worker of an approximate time frame for the concern to be resolved

3.8.4 If the concern is not satisfactorily resolved, the worker may take the concerns to a member of the committee and request that it be addressed by the committee at the earliest opportunity, and no later than the next meeting. When the committee has addressed the concern and/or made a recommendation for the resolution of the issue, the worker shall be notified; and shall be informed when the concern is resolved

3.8.5 If the concern appears to pose an immediate danger, and the extent of the hazard has been explained to the supervisor and remains uncorrected; the worker is entitled to exercise the right of refusal pursuant to Section 43 of the *Occupational Health and Safety Act*, where the circumstances are likely to endanger himself/herself, or another worker

3.8.6 Certified members may be asked to review these concerns and rule if the concern is a "dangerous circumstance" and will follow procedure pursuant to section 44(1) of the *Occupational Health and Safety Act*

4.0 Supporting Documentation:

4.1 Health and Safety Representative (502)

4.2 Work Stoppage (503)

4.3 Work Refusal Process Chart (504)

HEALTH AND SAFETY REPRESENTATIVE

1.0 Purpose: In workplaces, at which the number of workers regularly exceeds five and at which no joint health and safety committee is required, employers or constructors must ensure that workers select a health and safety representative [subsection 8(1)]. Like joint health and safety committee members, the representative should be committed to improving health and safety conditions in the workplace. It is policy to provide greater protection against workplace injuries and illnesses. This cooperative involvement means together Management and the Health and Safety Representative are committed to improving health and safety conditions in the workplace.

2.0 Definitions:

2.1 Health and Safety Representative: A representative selected under provisions of the Occupational Health and Safety Act of Ontario. A representative is usually required in a workplace with more than five but fewer than 20 employees. In such a workplace, workers must select one employee as a representative. Generally speaking, a health and safety representative has the same responsibilities and powers as a joint health and safety representative. If the workplace exceeds 20 employees a Joint Health and Safety Committee will be established.

3.0 Requirements/Responsibilities of the Health and Safety Committee Representative:

3.1 Identifying actual and potential workplace hazards

3.2 Inspecting the workplace at least once a month

3.2.1 If it is not practical to inspect the entire workplace: inspect the workplace at least once a year and at least part of the workplace each month in accordance with a schedule agreed upon by the representative and the employer

3.3 Being consulted about and being present at the beginning of health and safety-related testing in the workplace

3.4 Making recommendations to the employer about health and safety in the workplace

3.5 Participating in the first and second stage investigation of work refusals and inspecting workplaces when there are critical injuries or fatalities

4.0 Procedure:

4.1 Health and Safety Representative Work Refusal Process:

4.1.1 Health and Safety Representative must be present during the employer/supervisor's investigation of a work refusal.

4.1.2 If issue is not resolved, the employer, the worker, and representative must notify the Ministry of Labour of the work refusal.

4.1.3 The Ministry of Labour is required to investigate the work refusal, and come to a decision.

4.2 Health and Safety Representative in an Event of a Critical Injury or Death:

4.2.1 Health and Safety Representative can inspect the place where the incident occurred, as well as relevant machinery, device or thing and shall report his findings in writing to the Ministry of Labour.

4.2.2 Health and Safety Representative may make formal recommendations in writing to the employer in respect to hazards which led to the injury/death.

4.2.3 A person is "critically injured" for the purposes of the Act if he or she has an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, arm, hand or foot but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye (Regulation 834).

4.3 Information the Health and Safety Representative Can Expect to Obtain:

4.3.1 Where a person is killed or critically injured from any cause at a workplace the employer must immediately notify the Ministry and the health and safety representative.

4.3.2 Where a person is killed or critically injured from any cause at a workplace the employer must immediately notify the Ministry and the health and safety representative.

4.3.3 The employer may also be required to provide other specific information to the health and safety representative where prescribed.

4.3.4 The Workplace Safety and Insurance Board, at the request of the health and safety representative, is required to send an annual summary of data relating to the number of fatalities, lost workday cases, workdays lost, non-fatal cases requiring medical care (but not involving lost workdays) and incidence of occupational illnesses.

5.0 Supporting Document(s):

5.1 Occupational Health and Safety Act

5.2 Regulation 834

WORK STOPPAGE

1.0 Purpose: The purpose of this policy is to assist all employees and JHSC members in the work stoppage process.

2.0 Definitions:

2.1 Dangerous Circumstance: A situation where a provision of the *OHSA* or the Regulations is being contravened**,** the contravention poses a danger or a hazard to a worker, the danger or hazard is such that any delay in controlling it may seriously endanger a worker, or all three of these conditions exist at the same time

2.2 Unilateral Work Stoppage: A single JHSC member is given authority to shut down a piece of equipment or operation when they come across a dangerous circumstance

2.3 Bilateral Work Stoppage: The worker and management member must agree that a work stoppage should occur

3.0 Procedure:

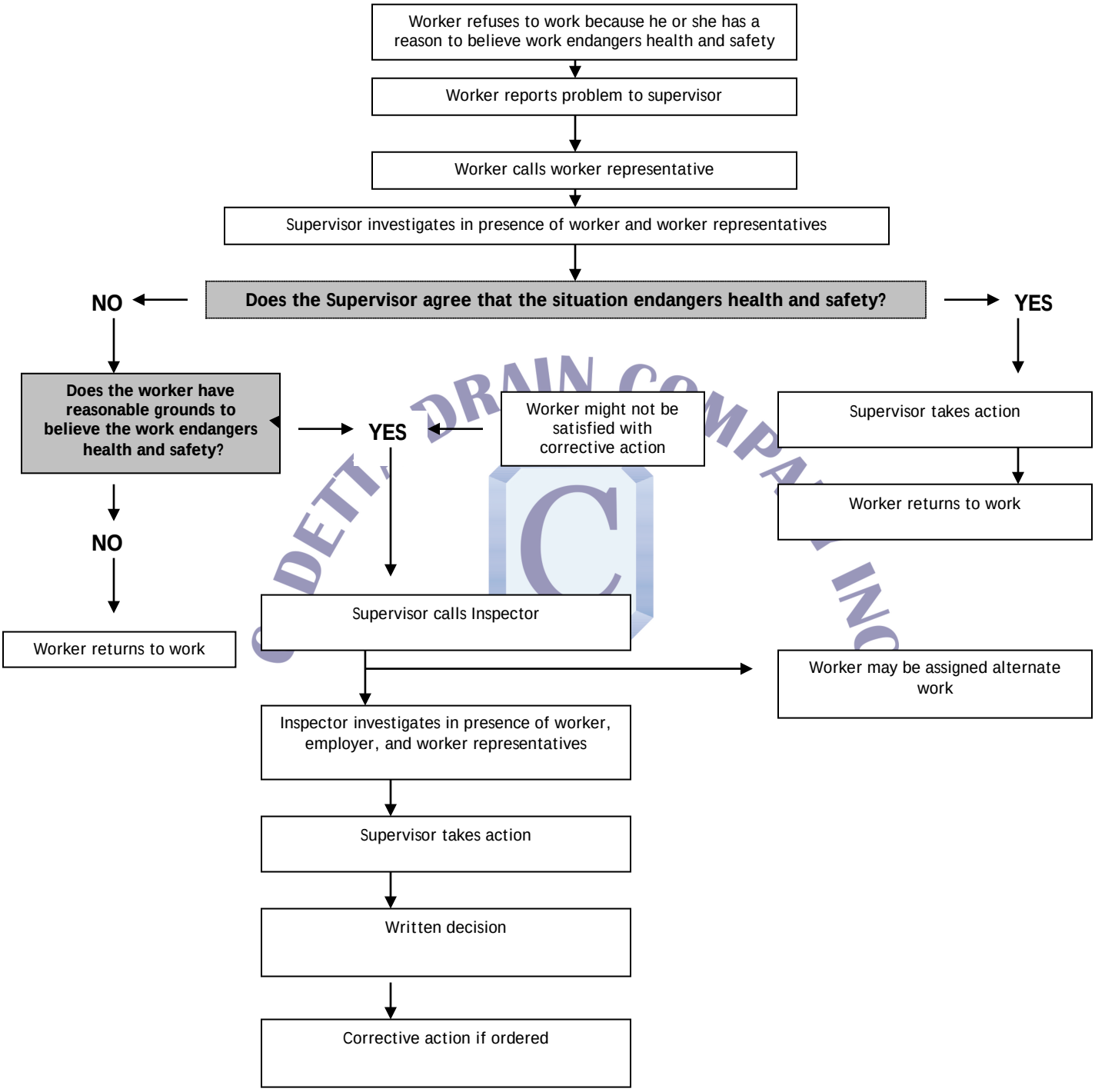
3.1 The Occupational Health and Safety Act gives certified Joint Health and Safety Committee members the right to direct the employer to stop work if they agree there is a "dangerous circumstance".

3.2 All parties concerned should follow the work refusal process chart.

4.0 Supporting Document(s):

4.1 Work Refusal Process Chart (504)

WORK REFUSAL PROCESS CHART



WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)

1.0 Purpose: The purpose of this procedure is to ensure that information regarding hazardous materials is effectively communicated to employees by labelling, material safety data sheets (MSDS)/safety data sheets (SDS) and training. A complete inventory of all hazardous materials must be present in the workplace and shall be readily available. The employer shall ensure that all material safety data sheets (MSDS)/safety data sheets (SDS) are available for every hazardous material and shall be readily available to all employees. The employer shall also ensure that training is documented and reviewed with all employees at least on an annual basis.

2.0 Definitions:

2.1 WHMIS: Workplace Hazardous Materials Information System

2.2 Hazardous Product: Any product, mixture, material or substance that is classified in accordance with the *Hazardous Products Regulations* (Canada) in a category or subcategory of a hazard class listed in Schedule 2 to the *Hazardous Products Act* (Canada)

2.3 Hazard Information: Information on the proper and safe use, storage and handling of a hazardous product and includes information relating to the product's health and physical hazards

2.4 Supplier Label: In respect of a hazardous product, a label provided by a supplier that contains the information required by the *Hazardous Products Regulations* (Canada) for that hazardous product

2.5 Workplace or Secondary Label: A label that discloses a product identifier identical to that found on the material safety data sheet/safety data sheet for the hazardous product, information for the safe handling of the hazardous product, and that a safety data sheet, if supplied or produced, is available

3.0 Responsibilities:

3.1 Senior Management Responsibilities

- **3.1.1** Will ensure that all workers have received the required WHMIS training as dictated under the regulations
- **3.1.2** Every hazardous material is labeled with a supplier label
- **3.1.3** Every hazardous material used at the workplace (and not in a supplier container) is labeled with a workplace label
- **3.1.4** Labels shall be legible
- **3.1.5** If a label is not legible or missing, the container of material will be removed from service until contents are identified, and the container is appropriately labeled
- **3.1.6** If the hazardous materials are purchased, an MSDS/SDS will be obtained at the time of purchase and be current

3.1.7 Every employee who works with a hazardous material is trained and instructed in the proper and safe handling, storage and use procedures and emergency measures of the hazardous materials

3.2 Supervisors Responsibilities

3.2.1 Every hazardous material is labeled with a supplier label

3.2.2 Every hazardous material used at the workplace (and not in a supplier container) is labeled with a workplace label

3.2.3 Labels shall be legible

3.2.4 If a label is not legible or missing, the container of material will be removed from service until contents are identified, and the container is appropriately labeled

3.2.5 If the hazardous materials are purchased, an MSDS/SDS will be obtained at the time of purchase and be current

3.2.6 Every employee who works with a hazardous material is trained and instructed in the proper and safe handling, storage and use procedures and emergency measures of the hazardous materials

3.3 Employees Responsibilities

3.3.1 He/she participates in WHMIS worker education programs as required

3.3.2 The information on the labels, MSDS/SDS's are reviewed during employees education are correctly applied

3.3.3 Applies the WHMIS training and educated in the workplace

4.0 Procedure: Update to Workplace Hazardous Materials Information System (WHMIS)

4.1 The Ontario government has amended the Occupational Health and Safety Act (OHSA) and the WHMIS Regulation (R.R.O. 1990, Regulation 860) made under the OHSA to adopt new, international standards that are part of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

4.2 The amendments to the OHSA and WHMIS Regulation affect various requirements governing labels and safety data sheets for hazardous workplace chemicals. Also affected are definitions, terminology and provisions that protect confidential business information related to hazardous workplace chemicals. The changes reflect amendments to the federal Hazardous Products Act and new Hazardous Products Regulations, which came into force February 11, 2015.

4.3 The new requirements in the OHSA and WHMIS Regulation come into effect July 1, 2016. To give workplace parties time to adjust to the new requirements, there will be a transition period to gradually phase out the old requirements.

4.3.1 Employers have until May 31, 2018 to continue to receive and use hazardous products with either the old WHMIS labels and safety data sheets or the new ones.

4.3.2 Employers have from June 1, 2018 to November 30, 2018 to bring any hazardous products still in the workplace with the old WHMIS labels and safety data sheets into compliance with the new requirements.

4.3.3 By December 1, 2018, the transition to the new WHMIS labels and safety data sheets must be complete.

*Source: https://www.labour.gov.on.ca/english/resources/notices.php#jun302016

5.0 Training: WHMIS training shall be completed in accordance to the following,

5.1 An employer shall ensure that a worker exposed or likely to be exposed to a hazardous material or to a hazardous physical agent receives, and that the worker participates in, such instruction and training as may be prescribed.

5.2 The employer shall also ensure that training is documented and reviewed with all employees at least on an annual basis, or more frequently if the employer, on the advice of the committee or health and safety representative, if any, for the workplace, determines that such reviews are necessary; or if there is a change in circumstances that may affect the health or safety of a worker.

5.3 During the transition period from WHMIS 1988 to WHMIS 2015, employers must ensure workers are trained on both the old and new labels and safety data sheets for as long as both are present in the workplace.

6.0 Supporting Document(s):

4.1 Material safety data sheets/safety data sheets (on File)

HAZARDOUS PRODUCTS

1.0 Purpose: The purpose of this policy is to ensure that all workers are aware of the exposure to hazardous products in the workplace. A safe working environment will be provided and will comply with the WHMIS Regulation 860. Exposure controls will be implemented for the protection of their employees. Contractors must implement all exposure controls specified.

2.0 Definitions:

2.1 Hazardous Product: Any product, mixture, material or substance that is classified in accordance with the *Hazardous Products Regulations* (Canada) in a category or subcategory of a hazard class listed in Schedule 2 to the *Hazardous Products Act* (Canada)

2.2 Material Safety Data Sheets (MSDS)/Safety Data Sheet (SDS): A current safety data sheet for all hazardous products used, handled, or stored must be readily available on site

2.3 Workplace Hazardous Materials Information System (WHMIS): WHMIS supplier labels must be affixed to all WHMIS controlled products transported to, used, or stored at the work site

2.4 Emergency Response: Emergency response plan indicating the locations of hazardous material storage locations

3.0 Procedure:

3.1 Supervisors and workers must be aware of all the hazardous products they are working with

3.2 Workers will use the proper personal protective equipment as per the MSDS/SDS sheets

3.3 All safety barrier signs shall be posted in prominent locations and in sufficient numbers to warn workers of the hazards from chemical and or work processes

3.4 All Workers are to notify supervisor immediately and emergency personnel of any chemical spill

3.5 Safety barriers and signs must be erected and maintained to give clear identification of the hazards and the areas affected

4.0 Supporting Document(s):

4.1 MSDS/SDS (on File)

INCIDENT REPORTING AND INVESTIGATION PROCEDURE

1.0 Purpose: All employees are required to immediately report to a supervisor all accidents and incidences that result in injury or property damage and all near-misses with the potential for injury or property damage. All incidents will be investigated to determine causes and contributing factor and the necessary corrective actions to prevent recurrence.

2.0 Definitions:

2.1 Incident: Undesired event which could or does result in a loss to people, damage to property, loss to process, environmental occurrence or damage to reputation

2.2 Accident: An incident which does result in harm to people, damage to property, loss to process, environmental occurrence or reputation

2.3 Near Miss: An incident which, under slightly different circumstances, could have resulted in harm to people, damage to property. Loss to process, environmental occurrence or damage to reputation

2.4 Medical Aid: Any injury that does not warrant more than a day off, but where medical treatment by a doctor is given

2.5 Critical Injury: An injury of a serious nature that either:

- **2.5.1** Places life in jeopardy
- **2.5.2** Produces unconsciousness
- **2.5.3** Results in substantial loss of blood
- **2.5.4** Involves the fracture of a leg or arm but not a finger or toe
- **2.5.5** Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- **2.5.6** Consists of burns to a major portion of the body
- **2.5.7** Causes the loss of sight to an eye

3.0 Procedure:

3.1 All incidents are required to immediately be reported to the employee's supervisor

3.2 The supervisor is to inform senior management immediately that an accident has occurred and an investigation is under way by a trained and experienced investigator. Senior management will advise and assist as required

3.3 Investigations are to begin on the same shift as the incident occurs or within 24 hours

3.4 Senior management will initiate an investigation of all:

- **3.4.1** Critical injuries
- **3.4.2** Lost-time injuries
- **3.4.3** Medical aid accidents

3.4.4 Occupational illnesses
3.4.5 Near misses
3.4.6 Deployment of fall arrest
3.4.7 Property damage exceeding $500

3.5 Complete the Investigation Report and submit the report to Head Office

3.6 Head Office shall be responsible to ensure that the investigation is conducted, procedure and policy is implemented, progress is monitored and the procedure is regularly reviewed

3.7 Workers/Supervisors shall participate as requested to complete the investigation. They shall not in any way disturb the accident scene unless for the purpose of:

3.7.1 Saving life or relieving human suffering
3.7.2 Maintaining an essential public utility service or a public transportation system
3.7.3 Or preventing unnecessary damage to equipment or other property

3.8 Reporting of Accidents

3.8.1 A written report of an injury shall include:
3.8.1.1 The name and address of the constructor and the employer
3.8.1.2 The nature and the circumstances of the occurrence and of the bodily injury sustained
3.8.1.3 A description of the machinery or equipment involved
3.8.1.4 The time and place of the occurrence
3.8.1.5 The name and address of the person who was killed or critically injured
3.8.1.6 The names and addresses of all witnesses to the occurrence
3.8.1.7 The name and address of the physician or surgeon, if any

3.8.2 A written report for a critical injury shall include:
3.8.2.1 the name, address and type of business of the employer
3.8.2.2 The nature and the circumstances of the occurrence and of the bodily injury or illness sustained
3.8.2.3 A description of the machinery or equipment involved
3.8.2.4 The time and place of the occurrence
3.8.2.5 The name and address of the person suffering the injury or illness
3.8.2.6 The names and addresses of all witnesses to the occurrence
3.8.2.7 The name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
3.8.2.8 The steps taken to prevent a recurrence or further illness

3.8.3 A record of an accident, explosion or fire causing injury requiring medical attention but not disabling a worker from performing his or her usual work shall be kept in the permanent records of the employer and include:
3.8.3.1 The nature and circumstances of the occurrence and of the injury sustained
3.8.3.2 The time and place of the occurrence

3.8.3.3 The name and address of the injured person

3.8.4 A report or permanent record shall be kept for a period of at least one year or a longer period as is necessary to ensure that at least the two most recent reports or records are kept

4.0 Supporting Document(s):

4.1 Incident/Accident Report (702)
4.2 Personal Injury Witness Report (703)

INCIDENT / ACCIDENT REPORT

PROJECT DETAILS			
Employer Name:			
Employer Address:		**Phone/Fax No.**	
Constructor:			
Address:		**Phone/Fax No.**	
Site and Address:			

No	Investigation Team Members	Position
1.		
2.		
3.		

DETAILS OF INJURED PERSON/INVOLVED WORKER (PLEASE CIRCLE ONE) (Complete a separate sheet for each person)			
Workers Name:		**Trade:**	
Workers Address:		**Phone No.**	
Employed on the Project Since:		**Date of Birth:**	

Date and Time Incident Occurred:	Date: _____/_____/_____ Time: _____
Date and Time Incident Reported:	Date: _____/_____/_____ Time: _____
Who was the Incident Reported to:	NAME:_____ TITLE:_____
Nature of Injury (body part):	

Identify Medical Attention	☐ First Aid	☐ Family Doctor	☐ Medical Aid: Hospital/Clinic	☐ Other
Name/Address of Doctor/Hospital: (Attach Functional Abilities Form or Doctor's note)				

Other Agencies Contacted:	☐ Yes ☐ No …… If Yes, specify:
Did Employee Return to Regular Duties?	☐ Yes ☐ No …… If Yes, when:
Was Employee Placed on Modified Duties?	☐ Yes ☐ No …… If Yes, when:
Is There a Lost Time Claim Associated?	☐ Yes ☐ No ☐ Unaware

INCIDENT / ACCIDENT REPORT

WITNESS / OTHERS INVOLVED		Witness Statements Attached: ☐ Yes ☐ No	
	Witness Name	**Involvement**	**Address and Phone Number**
1			
2			
3			

DESCRIPTION OF THE INCIDENT / ACCIDENT	
Describe the Incident	
Describe the actual task being performed at time of incident?	
Was there any other work around area being performed when the incident occurred?	

INCIDENT / ACCIDENT REPORT

What equipment, tools and materials were being used and how were they involved?	
Identify the primary cause, hazardous condition or unsafe act that caused this incident?	
Identify the secondary cause, hazardous condition or unsafe act that caused this incident?	

INCIDENT / ACCIDENT REPORT

Additional information	

STATE THE ACTION TO BE TAKEN TO PREVENT REOCCURRENCE			
		BY WHOM	**BY WHEN**
Short Term Action			
		BY WHOM	**BE WHEN**
Long Term Action			

REPORT ISSUED BY		**SITE SUPERVISOR OF INJURED WORKER**	
Name:		**Name:**	
Signature:		**Signature:**	
Title:		**Title:**	
Phone:		**Phone:**	
Date:		**Date:**	
Time:		**Time:**	

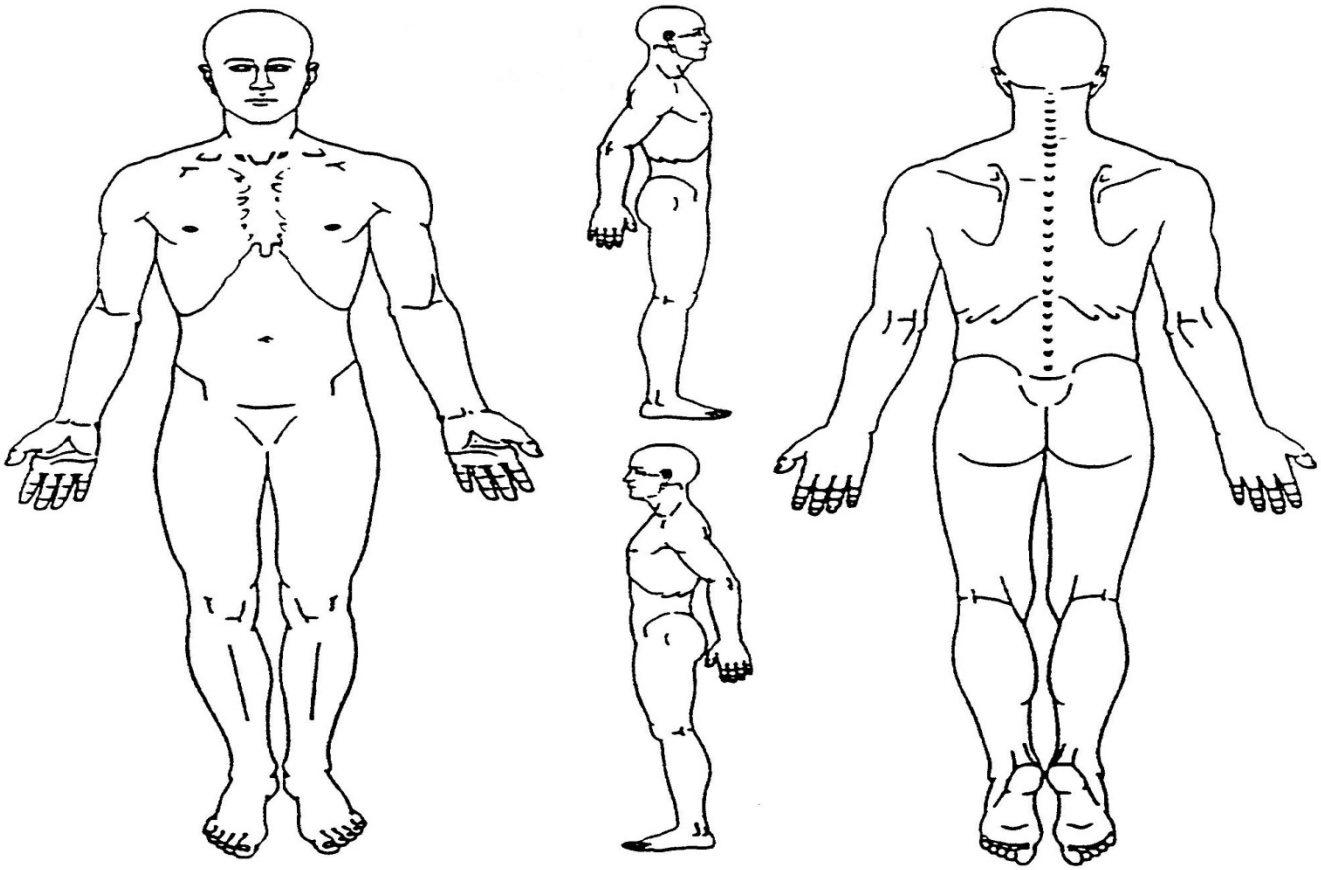
WITNESS STATEMENT

PROJECT DETAILS		
☐ Involved Worker	☐ Injured Worker	☐ Witness

DETAILS OF INJURED / INVOLVED WORKER			
Workers Name:		**Date:**	
Workers Address:		**Position:**	
Phone:		**Date of Hire:**	

INJURY INFORMATION

Circle injury site on diagram



WITNESS STATEMENT

SEQUENCE OF EVENTS
Describe how the injury happened and the events leading up to it. Describe any machinery, equipment or tools involved.

Witness Name (Print):
Witness Signature:
Date and Time report completed:
REPORT TRANSLATED AND OR TRANSCRIBED BY (circle to indicate method of communication):

Name:	
Signature:	
Title:	
Phone:	
Date:	

RETURN TO WORK POLICY

1.0 Purpose/Principles: There is a commitment to prevent injuries and illnesses in the work place by maintaining a healthy and safe work environment. An important part of this commitment is to assist any employee who has been injured or who becomes ill as a result of workplace incident by returning him/her in a safe manner. *An effective return to work plan must maintain the dignity and productivity of a worker.*

2.0 Work Reintegration Definitions:

2.1 WSIB: The Workplace Safety and Insurance Board

2.2 WSIB Claim: A claim for remuneration arising from a work-related injury or illness that requires medical attention, time lost from work or modified work

2.3 First Aid: Initial limited care for an illness or injury, performed by a First Aider

2.4 Medical Aid Injury: An injury that requires treatment from a health care professional such as a physician, nurse, chiropractor, optometrist or dentist

2.5 Lost Time Injury: An injury whereby the employee loses time from work beyond the actual day of injury

2.6 Suitable Work: Post injury work (including the worker's pre-injury job) that is safe, productive, consistent with the workers functional abilities, and that, to the extent possible, restores the worker's pre-injury earnings and hours

2.7 Available Work: Work that exists with the injury employer at the pre-injury worksite, or at a comparable worksite arranged by the employer

2.8 Return to Work/Work Reintegration: Provisions for the injured employee to return to work within the functional abilities assigned by the attending physician or medical practitioner

3.0 Responsibilities of the Workplace Parties in Work Reintegration:

3.1 All workplace parties have a **duty to cooperate** in the work reintegration process. These obligations to cooperate include:

- **3.1.1** initiating early contact
- **3.1.2** maintaining appropriate communication throughout the worker's recovery
- **3.1.3** identifying and securing work reintegration opportunities for the worker
- **3.1.4** giving the WSIB all relevant information concerning the worker's work reintegration, and
- **3.1.5** notifying the WSIB of any dispute or disagreement concerning the worker's work reintegration.

3.2 The employer must meet WSIB re-employment obligations for the construction sector (WSIB Policy 19-05-02) and have a **duty to re-employ** their injured construction workers who have been unable to work due to a work-related injury/disease. A construction employer's obligation to re-employ begins when it is notified that an injured construction worker is medically able to perform:

- **3.2.1** the essential duties of his or her pre-injury job
- **3.2.2** suitable construction work, or
- **3.2.3** suitable non-construction work.

The employer's obligation to re-employ continues until the earliest of

- two years from the date of injury
- one year after the worker is medically able to do the essential duties of the pre-injury job
- the date the worker declines an offer of work, or
- the date the worker reaches age 65.

3.3 Injury Employer: All employers have a duty to modify the work or the workplace to accommodate the needs of the worker to the extent of undue hardship. Employers are required to ensure they cooperate in all re-employment obligations. The employer will provide the skills and training required to meet the duty to cooperate and re-employ.

3.4 Injured Worker: Workers must maintain contact with their employer, and co-operate in finding suitable work. A worker who is receiving WSIB benefits, or who is entitled to do so, is required to:

- **3.4.1** provide the WSIB with any information necessary to adjudicate the claim
- **3.4.2** co-operate in health care measures the WSIB considers appropriate
- **3.4.3** undergo an examination by a health professional selected and paid for by the WSIB
- **3.4.4** undergo an examination by a health professional selected and paid for by the employer
- **3.4.5** co-operate in all aspects of work reintegration, including work transition assessments and plans.
- **3.4.6** If a worker does not fulfil these obligations, the worker's benefits may be reduced or suspended by WSIB

3.5 WSIB: In cases where education, case management, dispute resolution, and a warning have failed to bring either or both workplace parties into compliance with their required work reintegration activities, the WSIB may

- **3.5.1** reduce or suspend the worker's benefits, and/or
- **3.5.2** levy a penalty on the employer that is equivalent to the costs of providing benefits to the worker, or that is equivalent to the worker's net average earnings for the year preceding the injury.

3.6 Union: (If Applicable) Workers and Employer will work in accordance with any provisions in the collective agreement.

4.0 Procedure: In the event of a workplace injury, the following procedure will be adhered to in order to ensure that an employee has the best opportunity available to return to suitable and available work.

4.1 Employer Responsibilities

4.1.1 The first responsibility of the employer is to ensure that the injured worker receives prompt medical attention in the event of an injury/illness occurring at the workplace

4.1.2 An Employer's Report of Injury/Disease – Form 7, must be completed for all injuries where the injured worker receives health care, has earned less than a regular days salary, has been performing modified work (at regular pay) for more than seven calendar days or looses time from work

4.1.3 An accident investigation must be conducted, if applicable, and any recommendations to prevent a reoccurrence must be documented

4.1.4 The injured worker shall be paid full wages for the entire shift that he/she was scheduled to work on the day of the accident

4.1.5 The employer should offer the injured worker modified work **in writing** as soon as possible

4.2 Employee Responsibilities

4.2.1 **Workers must report all work-related injuries/illnesses** to their supervisor as soon as possible. If further medical attention is required, the worker must be taken to the first aid station or an appropriate health care facility

4.2.2 If the injured worker requires medical attention outside of company premises, he/she must take the Functional Abilities Form to the medical practitioner for completion

4.2.3 If a worker seeks medical help after leaving the workplace, as a result of a workplace injury/illness, he/she must inform the employer as soon as possible after seeing the physician

4.2.4 If a worker is advised by the doctor to remain off work, he/she must advise the employer as soon as possible. A Functional Abilities Form will be forwarded to the injured worker to be completed by the treating physician at the earliest opportunity (if not already completed)

4.3 Steps After Injury Occurs

4.3.1 Incident occurs

4.3.2 Treatment is sought immediately

4.3.3 **Accident/Injury Investigation Report** is completed with his/her supervisor

4.3.4 If there is no medical treatment required, the rest of the report does not need to be completed

4.3.5 If medical treatment is sought, the employee must take a letter to the attending Medical Professional and the ***WSIB Functional Abilities Form (FAF)***

4.3.6 Have the attending Medical Professional complete a **WSIB Form 8** or the *Functional Abilities Form* (FAF)

4.3.7 The FAF or Form 8 must be returned to the worker's immediate supervisor and then forwarded to Head Office

4.3.8 The worker shall return to work if capable without modified restrictions

4.3.9 If there are restrictions required, (i.e. modification to duties or hours) a work plan must be completed between the worker, the immediate supervisor and the Head Office to assist worker with his/her RTW plan. Work plans must look for the best **Suitable and Available Work.**

4.3.10 The Worker, Supervisor and the Head Office will work together to facilitate the worker while in the Return to Work Program

4.3.11 When the worker is able to return to full duties, he/she will need to return a completed *Functional Abilities Form* from his/her health care provider to his/her immediate Supervisor. This shall be forwarded to the Head Office

4.3.12 During the RTW process, Management will be in constant contact with the Workplace Safety and Insurance Board (WSIB) to provide updates of progress

4.3.13 Generally, modified work is considered to be temporary, and is intended to assist the employee in returning to regular full duties without restrictions

4.3.14 Where possible, the pre-injury job may be modified in some form, such as, but not limited to:

- Physical modifications
- Redesigning the job environment
- Reducing hours and/or volume of work
- Receiving assistance from co-members for more difficult tasks

4.3.15 **Reporting requirements** with regards to the WSIB will be met and include reporting in the following circumstances: wage changes, change in duties, and change in the duration of the return to work program, failure of the injured person to cooperate, and the end of the modified work program

4.3.16 Modified duties could include:

- Regular duties, modified hours
- Modified duties, modified hours
- Modified duties, regular hours
- Regular duties, combined with modified duties, modified hours
- Regular duties, combined with modified duties, regular hours

4.4 Determining Suitable Occupation- Provisions for Modified Work:

4.4.1 The modified duties must not present the possibility of re-aggravation to the worker and must not allow the possibility of any risk to other workers in the workplace. The work must also be productive and have value

4.4.2 The employer can illustrate their commitment to the RTW Program by agreeing to the worker participating in a work hardening or transitional work program. Work hardening refers to when an injured employee is partially

performing some of their pre-injury activities until being able to completely perform their pre-injury activities

4.4.3 Transitional work refers to when an injured employee is temporarily performing activities other than their pre-injury activities during the recovery period of their work-related injury

4.4.4 The employer in consultation with the injured worker shall determine what form of modified work is most appropriate to the circumstances at hand

4.4.5 When a worker is physically capable of returning to some form of employment, it does not necessarily have to be modified work. If the worker's pre-injury job does not conflict with any medical restrictions given, there is no reason to find alternative work

4.4.6 A worker can return to the workplace in any capacity (any department within the business) as long as the worker is not at risk of further injury either to themselves or anyone else

4.4.7 It is important to record what modified job the worker returned to and for what length of time. After two weeks of modified work, it is suggested that the worker return to his/her health care provider for completion of a follow up FAF

4.5 Work Transition Assessment: In cases where suitable and available work with the employer is unsuccessful a Work Transition Assessment may be implemented by the WSIB. This assessment is usually provided six to nine months following the date of injury, or as soon as the worker is fit to return to suitable work.

4.6 Work Transition Plan: Upon completion of an assessment the WSIB may develop a Work Transition Plan which outlines activities designed to optimize the worker's current skills or provide the worker with new skills to prepare the worker for employment in a suitable occupation. The employee and employer will cooperate fully with the WSIB in the development of work transition plans and any training requirements. This work transition plan will be signed by the worker, the WSIB and an authorized manager for the employer (if applicable). There is a special provision for older workers; for qualified workers over 55 there is an option that allows them to either participate in a work transition plan with the WSIB, or opt to self-direct their own plan over a period of 12 months and find employment on their own.

4.7 Work Transition Expenses: All Work Transition expenses are paid by the WSIB, and an estimate of the plan may be sent to the participating employer for review. All ongoing expenses will be reviewed and monitored by the employer using the WSIB Accident Costs Statements.

4.8 Relocation Services: If no suitable occupation is available with the injury employer, or in the local labour market, WSIB may offer relocation services as part of the work reintegration program.

5.0 Training/Communication: This Return to Work policy will be trained and communicated to all workers during their initial workplace orientation. All Supervisors will be provided with this policy and the supporting documentation in their supervisor manuals. Workers who are injured will be reminded of this policy and procedure at the time of injury and will receive a written offer of suitable and available work. This policy will be reviewed annually.

6.0 Supporting Document(s):

6.1 *WSIB Functional Abilities Form*
6.2 Incident Reporting and Investigation Policy (701)
6.3 Incident/Accident Report (702)

FIRST AID SERVICES

1.0 Purpose: To ensure that First Aid Stations are supplied and maintained, and that there are workers who are qualified and trained in First Aid procedures in the workplace, readily available, as required under the Workplace Safety and Insurance Act, Regulation 1101 – First Aid Regulations. It is the intent that workers, office staff, etc. who are trained and are holding current certification in First Aid Procedures will offer assistance as required.

2.0 Definitions: N/A

3.0 Responsibilities:

3.1 Supervisor Responsibilities:

3.1.1 First aid is administered immediately only by a qualified first aider

3.1.2 There is a record of the first aid treatment/advice given to the worker

3.1.3 Transportation is provided immediately to a hospital, clinic or doctors office

3.1.4 The injured worker has all the necessary documentation prior to leaving the workplace

3.1.5 Ensure the first aid treatment log is completed

3.2 Workers Responsibilities:

3.2.1 They receive first aid immediately only from a qualified first aider

3.2.2 Complete the first aid treatment log

3.2.3 They tell their immediate supervisor of any injury or the possible onset of a work-related disease/condition

3.2.4 They cooperate in health care treatment, as well as any on-going treatment

3.2.5 They cooperate in the Return to Work Program

3.2.6 They return all required documentation (WSIB forms) promptly

3.2.7 Report to Human Resources any changes in income, return to work status or medical condition

4.0 Procedure:

4.1 First Aid Supply Requirements: Every workplace must possess the proper first aid kit and supplies. The required contents of the kit are defined by *First Aid Regulation 1101* from the *Workplace Safety & Insurance Board (WSIB)* according to the size of the workforce.

4.2 In all cases, the employer must post a form 82 - "IN ALL CASES OF INJURY ", in accordance to the WSIB First Aid Regulations 1101, in the workplace and with first aid kits/stations. This posting outlines the responsibilities and obligations of both the worker and employer, when an injury occurs at the workplace.

4.3 First Aid Treatment Records: Whenever first aid is administered at the workplace, a record must be made. The record must indicate the name of the worker, the nature of the injury, date/time of occurrence, date/time injury was reported, date/time of treatment, nature of treatment rendered and the name of the person rendering the treatment. First Aid treatment logs must be located with the first aid kit. Once the log book has been filled, the records must be forwarded to head office for filing. By law it must remain filed for one year

4.4 First Aid Certification: Every workplace must have a First Aid attendant, who has completed the required First Aid Certification readily available**.** It is recommended that each supervisor is certified in First Aid. As per law, *each subcontractor company* shall provide their own first aid equipment and trained first aid attendants (workers) as per the WSIB First Aid Regulations, which require all employers to provide first aid coverage**. First aid certificates must be posted in the workplace.**

4.5 Medical Treatment: Workers should be accompanied to the medical facility by a supervisor or co-worker.

4.6 Periodic Inspection of First Aid Supplies: All first aid supplies shall be inspected at least quarterly (every 3 months) and re-stocked as required to maintain full content.

5.0 Supporting Document(s):

5.1 First Aid Regulation 1101 from the WSIB

EMPLOYEE ACKNOWLEDGEMENT FORM

CADETTA DRAIN COMPANY INC is committed to providing and maintaining a safe and healthy workplace for all employees, as well as providing the information, training and supervision needed to achieve this.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety program
- Follow correct procedures for each task and use proper equipment accordingly
- Wearing protective clothing and equipment as and when required
- Reporting any pain or discomfort as soon as possible to immediate supervisor and/or Health & Safety Rep
- Ensuring all accidents and incidents are reported
- Immediately reporting to your supervisor any health and safety concerns
- Keeping the work place tidy to minimize the risk of any trips and falls

In signing below, I acknowledge that I have read and understood the Health & Safety Policy and Guidelines set out in the attached manual AND understand that I am required to work under the requirements of the *Occupational Health & Safety Act* and Regulations. Any wilful or persistent violations of this policy will be considered cause for discipline and/or dismissal.

Name (print): _____

Date: _____

Signature: _____